

**TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

16055 Old Forest Point, Suite 103
Monument, CO 80132
(719) 484-0911



Dr. John Hildebrandt, President

Roger Lance, Vice- President
Jason Buckingham, Treasurer
Michael Smaldino, Secretary

Thomas Tharnish, Director
Terri Hayes, Director
Tom Kelly, Director

MEETING AGENDA

Meeting Date/Time: February 26, 2020 6:30P

LOCATION: Station 1, 18650 Hwy 105, Monument, CO 80132

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Approval of Agenda**
- V. Approval of Minutes**
 - i. Regular meeting – January 22, 2020
- VI. Financial Report**
 - i. January Finances Report
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**

(Individuals will be kept to a 3-minute time limit)
- VIII. Old Business**
 - i. Investment Policy – COLOTrust presentation
- IX. New Business**
 - i. Presentation of the 2015 Fire Code
MOTION: To approve adoption of the 2015 International Fire Code with TLMFPD Amendments
 - ii. Policy 318 – Ambulance Billing Adjustment Requests
MOTION: To approve Policy #318 that identifies the District's policy and management of handling Ambulance Billing Adjustment Requests
- X. Chief's Report**
- XI. Future Agenda Items**
- XII. Executive Session** - pursuant to CRS 24-6-402(4)(e) to determine positions relative to matters that may be subject to negotiations for the possible purchase of property.
- XIII. Adjournment**

EXCELLENCE

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SERVICE

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2020 CALL VOLUME

	<u>2019</u>	<u>2019 YTD</u>	<u>2020</u>	<u>YTD</u>	<u>2019 DAILY AVG (month/yr)</u>
Jan	232	232	254	254	8.2/8.2 (+9.5%)
Feb	215	447			
Mar	332	779			
Apr	248	1027			
May	290	1317			
Jun	215	1532			
July	282	1814			
Aug	249	2063			
Sep	240	2303			
Oct	259	2562			
Nov	226	2788			
Dec	222	3010			

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MEETING MINUTES

Meeting Date/Time: January 22, 2020 6:30P

LOCATION: Station 1, 18650 Hwy 105, Monument, CO 80132

- I. Call to Order** (Hildebrandt, 6:31pm)
- II. Pledge of Allegiance**
- III. Roll Call** – Present: Hildebrandt, Lance, Buckingham, Hayes, Kelly
Absent: Smaldino, Tharnish - excused.
- IV. Approval of Agenda**
 - i. Agenda amended with addition of the "Treasurer's Report." Read and approved.
(Lance: 5-0)
- V. Approval of Minutes**
 - i. Regular meeting – December 4, 2019
Minutes read and approved. (Lance: 4-0. Director Buckingham abstained).
- VI. Financial Report**
 - i. 2019 Finances Summary – presented by President Hildebrandt
 - ii. December Treasurer report read by Director Buckingham. Report approved.
(Lance: 5-0)
- VII. Items not on the Agenda – Board/Citizen/Staff Comment**
(Individuals will be kept to a 3-minute time limit)
- VIII. Old Business**
 - i. Investment Policy – draft reviewed by Maureen Juran, attorney for the district.
Board agreed policy needs to be simplified and will review with the Chief at next meeting. Goal of the policy is to maximize savings with less risk.
- IX. New Business**
 - i. 2020 Regular Election.
MOTION: to approve RESOLUTION 2020-01: A RESOLUTION CALLING FOR THE 2020 REGULAR DISTRICT ELECTION AND APPOINTING A DESIGNATED ELECTION OFFICIAL, SETTING THE PRECINCT AND POLLING PLACE LOCATION, DELEGATING TO THE DESIGNATED ELECTION OFFICIAL THE AUTHORITY TO APPOINT JUDGES OF ELECTION FOR THE REGULAR ELECTION, AND SETTING THE COMPENSATION OF THE APPOINTED ELECTION JUDGES.
(Rollcall vote: Hildebrandt, Lance, Buckingham, Hayes, Kelly. Hayes: 5-0)

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- "Call for Nominations" to be published in January 29th edition of the Tri-Lakes Tribune for Board of Directors.
- "Self-Nomination" forms are located at the administration building and on the website at tlmfire.org.

X. Chief's Report

Deputy Chief, Randy Trost provided the chief report in the absence of the Fire Chief.

- Fire Station one was successfully annexed into the Town of Monument.
- Drainage plans are being created by the architects in prep for the station remodel.
- Job announcement went out this week for a "Division Chief of Logistics."
- No updates on status of AMR for the county.
- Air Force Academy Fire Chief Ken Helgersen retired to California and a national search for a new chief will occur.
- Jan 7th- 3 firefighters began paramedic school.
- Training- Battalion Chief Bradley reported roll out of new electronic policy system called Lexipol.
- Division Chief of Community Risk, Jamey Bumgarner
 - o Board will receive presentation of 2015 Fire Code at next meeting.
 - o 9-12 requests for this year from different communities have come into schedule chipping days.
 - o Tri-Lakes United Methodist church received National Wildfire Award for their emergency preparedness group.

XI. Future Agenda Items

- i. Presentation of the 2015 Fire Code
- ii. Impact fees at the request of Director Hayes. Hayes asked the District to contact Home Builder Association/HBA regarding collecting something from the builders who build within the county and are not currently paying impact fees.

XII. Adjournment

MOTION: to adjourn. (Lance: 5-0. 7:50PM)

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2019 FINAL CALL VOLUME

	<u>2018</u>	<u>2018 YTD</u>	<u>2019</u>	<u>YTD</u>	<u>2019 DAILY AVG (month/yr)</u>
Jan	168	168	232	232	7.5/7.5 (+38.1%)
Feb	186	354	215	447	7.7/7.6 (+26.3%)
Mar	217	571	332	779	10.7/8.7 (+36.4%)
Apr	222	793	248	1027	8.3/8.6 (+29.5%)
May	217	1010	290	1317	9.4/8.7 (+30.3%)
Jun	246	1256	215	1532	7.2/8.5 (+22.0%)
July	228	1484	282	1814	9.1/8.6 (+22.2%)
Aug	221	1705	249	2063	8.0/8.5 (+21.0%)
Sep	201	1906	240	2303	8.0/8.4 (+20.8%)
Oct	176	2082	259	2562	8.4/8.4 (+23.1%)
Nov	216	2298	226	2788	7.8/8.4 (+21.3%)
Dec	221	2519	222	3010	7.2/8.2 (+19.5%)

EXCELLENCE

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Tri-Lakes Monument Fire Protection District

Treasurer's Report

January, 2020

January's report represents 1/12 of the year so when reading through the spreadsheets compare the % of budget to **8.3%**.

REVENUES

1. Property Taxes received were **\$0** representing **0%** of the budget with the projected revenue of **\$9,119,782**.
2. Specific Ownership Taxes received were **\$86,626 (+1.6%)** representing **9.9%** of the budget with the projected revenue of **\$875,000**.
3. Ambulance Revenues ytd were **\$73,709 (+0.9%)** representing **9.2%** of the budget with a projected revenue of **\$800,000**.
4. Impact Fees are **\$9,324 (-2.1%)** representing **6.2%** of expected revenue of **\$150,000**.

Specific Ownership Taxes and Ambulance Revenues starting year above expectations. Overall revenues for Jan at **1.5%** of projected budget. Revenue numbers skewed due to lack of property tax collections. First half payments for property taxes are typically due in February.

EXPENSES

Administration Expenses	\$34,314 of a budgeted <u>\$629,768</u> or 5.4%
Building Expenses	\$7,945 of a budgeted <u>\$143,759</u> or 5.5%
Wages (largest expense)	\$399,197 of a budgeted <u>\$5,742,974</u> or 6.9%
Medical Equipment	\$9,501 of a budgeted <u>\$97,700</u> or 9.7%

OVERALL EXPENSES

Total Expenses in January: **\$584,572** of **\$9,173,395** or **6.37%** of predicted budget

CHECKS OVER \$2,500

JAN- 11 checks were reviewed. All payments appeared to be appropriate with largest payouts to Kaiser Permanente health care and our liability insurance payment.

Tri-Lakes Monument Fire Protection District
Profit & Loss Budget vs. Actual
 January 2020

02/13/2020

	Jan 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Total 410000 · REVENUE - TAX RECEIPTS	86,626.28	10,002,082.00	-9,915,455.72	0.87%
Total 420000 · REVENUE- GENERAL REVENUES	72,958.48	1,154,250.00	-1,081,291.52	6.32%
Total 440000 · REVENUE - INTEREST	1,277.09	12,500.00	-11,222.91	10.22%
Total 490000 · MISCELLANEOUS INCOME	9,324.00	160,000.00	-150,676.00	5.83%
Total Income	170,185.85	11,328,832.00	-11,158,646.15	1.5%
Expense				
510000 · ADMINISTRATION EXPENSES				
Total 510000 · ADMINISTRATION EXPENSES	34,314.99	629,768.00	-595,453.01	5.45%
Total 520000 · BUILDINGS EXPENSE	7,945.33	143,759.00	-135,813.67	5.53%
Total 530000 · COMMUNICATIONS EXPENSE	9,887.09	202,000.00	-192,112.91	4.9%
Total 540000 · FIRE PREVENTION	1,218.06	15,000.00	-13,781.94	8.12%
Total 550000 · VEHICLES EXPENSE	6,720.29	183,950.00	-177,229.71	3.65%
Total 560000 · OPERATIONAL EQUIPMENT EXP	11,789.02	307,600.00	-295,810.98	3.83%
Total 570000 · WAGES	399,197.17	5,742,974.00	-5,343,776.83	6.95%
Total 580000 · BENEFITS	95,687.85	1,362,255.00	-1,266,567.15	7.02%
Total 610000 · TRAINING & EDUCATION EXPENSE	1,596.39	126,965.00	-125,368.61	1.26%
Total 620000 · UTILITIES EXPENSE	4,394.11	57,850.00	-53,455.89	7.6%
Total 630000 · FINANCE - DEBT SERVICE	11,822.56	401,274.00	-389,451.44	2.95%
Total Expense	584,572.86	9,173,395.00	-8,588,822.14	6.37%
			Goal	8.33%

Tri-Lakes Monument Fire Protection District
Profit & Loss Budget vs. Actual
January 2020

02/13/2020

	Jan 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
410000 · REVENUE - TAX RECEIPTS				
410100 · Revenue-Property Taxes				
410102 · Property Taxes	0.00	9,119,782.00	-9,119,782.00	0.0%
410109 · Tax Refund Sta2 Septic	0.00	-700.00	700.00	0.0%
Total 410100 · Revenue-Property Taxes	0.00	9,119,082.00	-9,119,082.00	0.0%
410200 · Revenue - Specific Ownership Tx	86,626.28	875,000.00	-788,373.72	9.9%
410400 · Assessment Fees (Palmer Lake)	0.00	8,000.00	-8,000.00	0.0%
Total 410000 · REVENUE - TAX RECEIPTS	86,626.28	10,002,082.00	-9,915,455.72	0.87%
420000 · REVENUE- GENERAL REVENUES				
420100 · Ambulance Revenue	73,709.59	800,000.00	-726,290.41	9.21%
420105 · EMS Supplement	0.00	250,000.00	-250,000.00	0.0%
420300 · Ambulance Rev Refunds	-751.11	-10,000.00	9,248.89	7.51%
420700 · Inspection/PlanReview/Fire Prev	0.00	4,000.00	-4,000.00	0.0%
420900 · Community Services CPR	0.00	250.00	-250.00	0.0%
421500 · Revenue - Wildland Deployment	0.00	110,000.00	-110,000.00	0.0%
Total 420000 · REVENUE- GENERAL REVENUES	72,958.48	1,154,250.00	-1,081,291.52	6.32%
Total 440000 · REVENUE - INTEREST	1,277.09	12,500.00	-11,222.91	10.22%
490000 · MISCELLANEOUS INCOME				
490700 · Revenue - Impact Fees	9,324.00	150,000.00	-140,676.00	6.22%
499900 · Revenue - Misc Revenue	0.00	10,000.00	-10,000.00	0.0%
Total 490000 · MISCELLANEOUS INCOME	9,324.00	160,000.00	-150,676.00	5.83%
Total Income	170,185.85	11,328,832.00	-11,158,646.15	1.5%
Expense				
510000 · ADMINISTRATION EXPENSES				
510100 · Accounting	3,633.00	43,600.00	-39,967.00	8.33%
510300 · Auditing Expenses	0.00	10,732.00	-10,732.00	0.0%
510500 · Ambulance Collection Fee Exp	5,288.74	55,300.00	-50,011.26	9.56%
510700 · Bank Charges & Credit Card Fees	0.00	300.00	-300.00	0.0%
510900 · Penalties Fees	0.00	200.00	-200.00	0.0%
511100 · Cty Treasurer's Fees @ 1.5% Exp	0.00	136,786.00	-136,786.00	0.0%
511300 · Books, Subscriptions & Dues	1,362.50	7,500.00	-6,137.50	18.17%
511500 · Consultants Expense	0.00	7,000.00	-7,000.00	0.0%
511700 · Postage & Shipping Exp	197.13	3,000.00	-2,802.87	6.57%
511900 · Cobra	75.00	750.00	-675.00	10.0%
512100 · Legal Fees Expense	0.00	16,000.00	-16,000.00	0.0%
512300 · General Liability Insurance Exp	0.00	50,000.00	-50,000.00	0.0%
512500 · Workman's Comp Exp	20,203.86	177,000.00	-156,796.14	11.42%
512700 · Admin Maintenance Contracts	484.95	5,000.00	-4,515.05	9.7%
512900 · Office Supplies Expense	693.07	5,500.00	-4,806.93	12.6%

	Jan 20	Budget	\$ Over Budget	% of Budget
513100 · Office Equipment/Furniture	0.00	7,500.00	-7,500.00	0.0%
513300 · Medical Exams / Services	550.00	30,600.00	-30,050.00	1.8%
513700 · Promotional Processes	0.00	15,000.00	-15,000.00	0.0%
513900 · Recruiting/Hiring	0.00	9,500.00	-9,500.00	0.0%
514100 · Morale & Welfare Expense	120.77	10,000.00	-9,879.23	1.21%
514300 · Public Relations	355.37	20,000.00	-19,644.63	1.78%
514500 · Election	0.00	15,000.00	-15,000.00	0.0%
519900 · General Expense	100.14	3,500.00	-3,399.86	2.86%
519999 · Unassigned Credit Card Charges	1,250.46	0.00	1,250.46	100.0%
Total 510000 · ADMINISTRATION EXPENSES	34,314.99	629,768.00	-595,453.01	5.45%
520000 · BUILDINGS EXPENSE				
520100 · Repairs & Maint	2,632.98	80,000.00	-77,367.02	3.29%
520300 · Supplies Expense	1,340.72	14,000.00	-12,659.28	9.58%
520400 · Admin Bldg Lease	3,138.03	37,656.00	-34,517.97	8.33%
520500 · Admin Lease CAMS	833.60	12,103.00	-11,269.40	6.89%
Total 520000 · BUILDINGS EXPENSE	7,945.33	143,759.00	-135,813.67	5.53%
530000 · COMMUNICATIONS EXPENSE				
530100 · Telephone	565.84	8,500.00	-7,934.16	6.66%
530300 · Cable	125.30	2,700.00	-2,574.70	4.64%
530500 · Cellular	1,054.96	18,000.00	-16,945.04	5.86%
530700 · Pagers	142.57	2,200.00	-2,057.43	6.48%
530900 · Internet	978.31	17,000.00	-16,021.69	5.76%
531100 · Information Technology	1,062.49	35,000.00	-33,937.51	3.04%
531300 · IT Subscriptions (Contracts)	5,797.62	45,000.00	-39,202.38	12.88%
531500 · Maintenance Contract 800/Radio	0.00	5,100.00	-5,100.00	0.0%
531700 · Radio License 800/Radio Sub	0.00	14,500.00	-14,500.00	0.0%
531900 · Communication Repair & Maint	160.00	4,000.00	-3,840.00	4.0%
532100 · Dispatch Services	0.00	50,000.00	-50,000.00	0.0%
Total 530000 · COMMUNICATIONS EXPENSE	9,887.09	202,000.00	-192,112.91	4.9%
540000 · FIRE PREVENTION				
540100 · Personnel Training - Fire Prev	1,156.80	3,000.00	-1,843.20	38.56%
540300 · Fire Prevention Supplies/FPB	0.00	6,500.00	-6,500.00	0.0%
540500 · Fire Prevention Equip/FPB Equip	61.26	5,500.00	-5,438.74	1.11%
Total 540000 · FIRE PREVENTION	1,218.06	15,000.00	-13,781.94	8.12%
550000 · VEHICLES EXPENSE				
550200 · FirefightingVehiclesExpense/Sup				
550201 · Firefighting Fuel Expense/Sup	2,082.83	29,000.00	-26,917.17	7.18%
550203 · FirefightingRepairs&Maint./Sup	866.97	70,000.00	-69,133.03	1.24%
550205 · Ladder Testing	0.00	1,500.00	-1,500.00	0.0%
550207 · Pump Testing	0.00	1,700.00	-1,700.00	0.0%
Total 550200 · FirefightingVehiclesExpense/Sup	2,949.80	102,200.00	-99,250.20	2.89%
550500 · Medical Vehicles Expense				
550501 · Medical Fuel	1,361.82	19,000.00	-17,638.18	7.17%
550503 · Medical Repairs & Maintenance	199.90	25,000.00	-24,800.10	0.8%

	Jan 20	Budget	\$ Over Budget	% of Budget
Total 550500 · Medical Vehicles Expense	1,561.72	44,000.00	-42,438.28	3.55%
550700 · Admin Vehicles Expense				
550701 · Admin Fuel	817.75	15,000.00	-14,182.25	5.45%
550703 · Admin Repairs & Maintenance	1,391.02	12,500.00	-11,108.98	11.13%
Total 550700 · Admin Vehicles Expense	2,208.77	27,500.00	-25,291.23	8.03%
550900 · Specialty Vehicles Expense				
550901 · Specialty Fuel	0.00	250.00	-250.00	0.0%
550903 · Specialty Repair & Maint.	0.00	4,000.00	-4,000.00	0.0%
Total 550900 · Specialty Vehicles Expense	0.00	4,250.00	-4,250.00	0.0%
551100 · Bench Stock	0.00	6,000.00	-6,000.00	0.0%
Total 550000 · VEHICLES EXPENSE	6,720.29	183,950.00	-177,229.71	3.65%
560000 · OPERATIONAL EQUIPMENT EXP				
560100 · Firefighting Equipment/Supress				
560164 · Hazmat Equipment Expense	0.00	5,000.00	-5,000.00	0.0%
560103 · Equipment Repairs & Maintenance	0.00	10,000.00	-10,000.00	0.0%
560105 · SCBA Equipment	0.00	11,650.00	-11,650.00	0.0%
560106 · SCBA Repair & Maint	0.00	10,000.00	-10,000.00	0.0%
560107 · PPE Equipment	191.70	24,000.00	-23,808.30	0.8%
560108 · PPE New Hire	0.00	7,000.00	-7,000.00	0.0%
560109 · PPE Repairs & Maint	0.00	5,750.00	-5,750.00	0.0%
560110 · Wildland PPE	0.00	3,000.00	-3,000.00	0.0%
560112 · Wildland Deployment Expense	0.00	10,000.00	-10,000.00	0.0%
560113 · Wildland Fire Supplies	0.00	16,500.00	-16,500.00	0.0%
560117 · Firefighting Supplies	0.00	3,000.00	-3,000.00	0.0%
560121 · Special Operations Equipment	0.00	1,000.00	-1,000.00	0.0%
560123 · Special Operations Supplies	0.00	500.00	-500.00	0.0%
560125 · Drone Technology	0.00	25,000.00	-25,000.00	0.0%
560199 · Firefighting Equipment Expense	2,096.29	37,500.00	-35,403.71	5.59%
Total 560100 · Firefighting Equipment/Supress	2,287.99	169,900.00	-167,612.01	1.35%
560300 · Medical Equipment				
560302 · EMS Equipment	0.00	8,000.00	-8,000.00	0.0%
560303 · EMS Equipment Repairs & Maint	0.00	6,000.00	-6,000.00	0.0%
560307 · EMS Maintenance Contracts	0.00	18,700.00	-18,700.00	0.0%
560309 · EMS Supplies Expense	9,501.03	65,000.00	-55,498.97	14.62%
Total 560300 · Medical Equipment	9,501.03	97,700.00	-88,198.97	9.73%
560600 · UNIFORMS EXPENSE				
560603 · Uniforms - New Hire/Promotions	0.00	8,000.00	-8,000.00	0.0%
560605 · Uniforms - Paid Staff	0.00	30,000.00	-30,000.00	0.0%
560607 · Uniforms - Damaged / NonRepair	0.00	1,000.00	-1,000.00	0.0%
560699 · Uniforms Expense-Other	0.00	1,000.00	-1,000.00	0.0%
Total 560600 · UNIFORMS EXPENSE	0.00	40,000.00	-40,000.00	0.0%
Total 560000 · OPERATIONAL EQUIPMENT EXP	11,789.02	307,600.00	-295,810.98	3.83%
570000 · WAGES				
570100 · Payroll Expenses	175.00	2,677.00	-2,502.00	6.54%

	Jan 20	Budget	\$ Over Budget	% of Budget
570200 · Banked Vacation/Sick Expense	0.00	25,000.00	-25,000.00	0.0%
570300 · Administration Personnel (FT)	46,284.08	812,543.00	-766,258.92	5.7%
570400 · Operations Personnel (FT)	296,071.05	3,764,917.00	-3,468,845.95	7.86%
570500 · Longevity	0.00	49,996.00	-49,996.00	0.0%
570700 · Overtime				
570703 · Overtime (Shift)	43,837.83	750,000.00	-706,162.17	5.85%
570704 · Overtime (Admin)	0.00	10,000.00	-10,000.00	0.0%
570705 · Overtime (Other)	2,503.94	60,000.00	-57,496.06	4.17%
570707 · Overtime (EMS/Fire Training)	936.56	65,290.00	-64,353.44	1.43%
570709 · Overtime(Wildland Backfill)	0.00	50,000.00	-50,000.00	0.0%
Total 570700 · Overtime	47,278.33	935,290.00	-888,011.67	5.06%
571700 · Wildland Deployment Pay	0.00	50,000.00	-50,000.00	0.0%
573200 · Medicare Tax	5,577.64	80,500.00	-74,922.36	6.93%
573300 · Unemployment Expense	3,811.07	22,051.00	-18,239.93	17.28%
Total 570000 · WAGES	399,197.17	5,742,974.00	-5,343,776.83	6.95%
580000 · BENEFITS				
580200 · Health Insurance Expense	59,874.55	775,000.00	-715,125.45	7.73%
580300 · Dental Insurance Expense	-584.08	17,000.00	-17,584.08	-3.44%
580500 · FPPA Death&Disability Insurance	9,330.55	154,400.00	-145,069.45	6.04%
580700 · Insurance - Accident & Health	0.00	4,005.00	-4,005.00	0.0%
580800 · Peer Support	0.00	4,500.00	-4,500.00	0.0%
581100 · Pension Expense	27,138.90	402,000.00	-374,861.10	6.75%
583100 · Employee Assistance Program	0.00	2,850.00	-2,850.00	0.0%
584300 · Flex Spending Payments & Fees	-72.07	2,500.00	-2,572.07	-2.88%
Total 580000 · BENEFITS	95,687.85	1,362,255.00	-1,266,567.15	7.02%
610000 · TRAINING & EDUCATION EXPENSE				
610100 · Firefighting Training	1,163.25	50,000.00	-48,836.75	2.33%
610200 · Medical Training	393.99	4,265.00	-3,871.01	9.24%
610300 · Admin/Other Training	0.00	4,250.00	-4,250.00	0.0%
610305 · Academy Training	0.00	45,200.00	-45,200.00	0.0%
610400 · Director's Training	0.00	250.00	-250.00	0.0%
610500 · Health and Wellness	39.15	20,000.00	-19,960.85	0.2%
610600 · EMS Community Outreach	0.00	3,000.00	-3,000.00	0.0%
Total 610000 · TRAINING & EDUCATION EXPENSE	1,596.39	126,965.00	-125,368.61	1.26%
620000 · UTILITIES EXPENSE				
620100 · Electricity Expense	1,887.95	25,000.00	-23,112.05	7.55%
620200 · Heating/Gas Expense	1,862.43	23,000.00	-21,137.57	8.1%
620300 · Water & Sewer Expense	410.73	6,000.00	-5,589.27	6.85%
620700 · Trash Collection	233.00	3,850.00	-3,617.00	6.05%
Total 620000 · UTILITIES EXPENSE	4,394.11	57,850.00	-53,455.89	7.6%
630000 · FINANCE - DEBT SERVICE				
630200 · Lease Princ BC Truck 0684	11,500.16	11,600.00	-99.84	99.14%
630300 · Lease Princ 2009 Ladder 0679	0.00	69,500.00	-69,500.00	0.0%
630400 · Lease Princ 2004 Pumper 0713	0.00	23,300.00	-23,300.00	0.0%

	Jan 20	Budget	\$ Over Budget	% of Budget
630500 · Lease Princ Station 1 0719	0.00	136,650.00	-136,650.00	0.0%
630600 · Lease Princ 2018 Engine	0.00	75,804.00	-75,804.00	0.0%
630700 · Lease Princ 2019 Engine	0.00	77,000.00	-77,000.00	0.0%
634100 · Interest Expense	322.40	7,420.00	-7,097.60	4.35%
Total 630000 · FINANCE - DEBT SERVICE	11,822.56	401,274.00	-389,451.44	2.95%
Total Expense	584,572.86	9,173,395.00	-8,588,822.14	6.37%
Net Ordinary Income	-414,387.01	2,155,437.00	-2,569,824.01	-19.23%
Other Income/Expense				
Other Expense				
900000 · CAPITAL IMPROVEMENT FUND				
900100 · Buildings Capital Outlay	15,191.16	1,735,000.00	-1,719,808.84	0.88%
900300 · Vehicle Capital Outlay				
900303 · Fire Vehicle Capital Outlay	0.00	150,000.00	-150,000.00	0.0%
900307 · Admin Vehicle Capital Outlay	0.00	150,000.00	-150,000.00	0.0%
900309 · Spec Vehicle Capital Outlay	0.00	51,000.00	-51,000.00	0.0%
Total 900300 · Vehicle Capital Outlay	0.00	351,000.00	-351,000.00	0.0%
900600 · Equipment Capital Outlay				
900602 · Communications Capital Outlay	0.00	75,000.00	-75,000.00	0.0%
900605 · Medical Equipmnt Capital Outlay	0.00	60,000.00	-60,000.00	0.0%
900609 · Suppression Equip CapitalOutlay	0.00	20,000.00	-20,000.00	0.0%
Total 900600 · Equipment Capital Outlay	0.00	155,000.00	-155,000.00	0.0%
Total 900000 · CAPITAL IMPROVEMENT FUND	15,191.16	2,241,000.00	-2,225,808.84	0.68%
910000 · Unrestricted Reserves Fund				
910300 · Reserves - Capital (Fleet)	0.00	325,000.00	-325,000.00	0.0%
910400 · Reserves - Capital (General)	0.00	-599,813.00	599,813.00	0.0%
Total 910000 · Unrestricted Reserves Fund	0.00	-274,813.00	274,813.00	0.0%
Total Other Expense	15,191.16	1,966,187.00	-1,950,995.84	0.77%

Tri-Lakes Monument Fire Protection District
Profit & Loss Prev Year Comparison
January 2020

	Jan 20	Jan 19	\$ Change
Ordinary Income/Expense			
Income			
410000 · REVENUE - TAX RECEIPTS			
410200 · Revenue - Specific Ownership Tx	86,626.28	83,840.94	2,785.34
410400 · Assessment Fees (Palmer Lake)	0.00	2,080.00	-2,080.00
Total 410000 · REVENUE - TAX RECEIPTS	86,626.28	85,920.94	705.34
420000 · REVENUE- GENERAL REVENUES			
420100 · Ambulance Revenue	73,709.59	71,978.63	1,730.96
420300 · Ambulance Rev Refunds	-751.11	-2,072.87	1,321.76
420700 · Inspection/PlanReview/Fire Prev	0.00	1,848.00	-1,848.00
Total 420000 · REVENUE- GENERAL REVENUES	72,958.48	71,753.76	1,204.72
440000 · REVENUE - INTEREST	1,277.09	944.48	332.61
490000 · MISCELLANEOUS INCOME			
490300 · Revenue - Grants	0.00	-62,477.76	62,477.76
490700 · Revenue - Impact Fees	9,324.00	8,547.00	777.00
499900 · Revenue - Misc Revenue	0.00	3,465.00	-3,465.00
Total 490000 · MISCELLANEOUS INCOME	9,324.00	-50,465.76	59,789.76
Total Income	170,185.85	108,153.42	62,032.43
Expense			
510000 · ADMINISTRATION EXPENSES			
510100 · Accounting	3,633.00	3,460.00	173.00
510500 · Ambulance Collection Fee Exp	5,288.74	4,125.90	1,162.84
510700 · Bank Charges & Credit Card Fees	0.00	-2.50	2.50
511300 · Books, Subscriptions & Dues	1,362.50	2,120.62	-758.12
511500 · Consultants Expense	0.00	10,000.00	-10,000.00
511700 · Postage & Shipping Exp	197.13	571.79	-374.66
511900 · Cobra	75.00	325.00	-250.00
512100 · Legal Fees Expense	0.00	2,973.55	-2,973.55
512300 · General Liability Insurance Exp	0.00	44,368.10	-44,368.10
512500 · Workman's Comp Exp	20,203.86	56,778.00	-36,574.14
512700 · Admin Maintenance Contracts	484.95	305.08	179.87
512900 · Office Supplies Expense	693.07	323.83	369.24
513100 · Office Equipment/Furniture	0.00	89.39	-89.39
513300 · Medical Exams / Services	550.00	0.00	550.00
513500 · New Hire Exams	0.00	426.00	-426.00
514100 · Morale & Welfare Expense	120.77	143.74	-22.97
514300 · Public Relations	355.37	114.00	241.37
519900 · General Expense	100.14	129.00	-28.86
519999 · Unassigned Credit Card Charges	1,250.46	0.00	1,250.46
Total 510000 · ADMINISTRATION EXPENSES	34,314.99	126,251.50	-91,936.51
520000 · BUILDINGS EXPENSE			

	Jan 20	Jan 19	\$ Change
520100 · Repairs & Maint	2,632.98	5,185.84	-2,552.86
520300 · Supplies Expense	1,340.72	820.66	520.06
520400 · Admin Bldg Lease	3,138.03	3,048.78	89.25
520500 · Admin Lease CAMS	833.60	1,930.24	-1,096.64
Total 520000 · BUILDINGS EXPENSE	7,945.33	10,985.52	-3,040.19
530000 · COMMUNICATIONS EXPENSE			
530100 · Telephone	565.84	596.63	-30.79
530300 · Cable	125.30	125.30	0.00
530500 · Cellular	1,054.96	1,029.89	25.07
530700 · Pagers	142.57	141.94	0.63
530900 · Internet	978.31	2,971.56	-1,993.25
531100 · Information Technology	1,062.49	2,312.50	-1,250.01
531300 · IT Subscriptions (Contracts)	5,797.62	5,731.20	66.42
531900 · Communication Repair & Maint	160.00	1,278.00	-1,118.00
Total 530000 · COMMUNICATIONS EXPENSE	9,887.09	14,187.02	-4,299.93
540000 · FIRE PREVENTION			
540100 · Personnel Training - Fire Prev	1,156.80	0.00	1,156.80
540500 · Fire Prevention Equip/FPB Equip	61.26	99.00	-37.74
Total 540000 · FIRE PREVENTION	1,218.06	99.00	1,119.06
550000 · VEHICLES EXPENSE			
550200 · Firefighting Vehicles Expense/Sup			
550201 · Firefighting Fuel Expense/Sup	2,082.83	1,825.42	257.41
550203 · Firefighting Repairs & Maint./Sup	866.97	948.42	-81.45
Total 550200 · Firefighting Vehicles Expense/Sup	2,949.80	2,773.84	175.96
550500 · Medical Vehicles Expense			
550501 · Medical Fuel	1,361.82	1,248.89	112.93
550503 · Medical Repairs & Maintenance	199.90	2,573.39	-2,373.49
Total 550500 · Medical Vehicles Expense	1,561.72	3,822.28	-2,260.56
550700 · Admin Vehicles Expense			
550701 · Admin Fuel	817.75	605.68	212.07
550703 · Admin Repairs & Maintenance	1,391.02	1,026.30	364.72
Total 550700 · Admin Vehicles Expense	2,208.77	1,631.98	576.79
550900 · Specialty Vehicles Expense			
550903 · Specialty Repair & Maint.	0.00	417.72	-417.72
550999 · Specialty Vehicles- Other	0.00	137.70	-137.70
Total 550900 · Specialty Vehicles Expense	0.00	555.42	-555.42
551100 · Bench Stock	0.00	172.93	-172.93
Total 550000 · VEHICLES EXPENSE	6,720.29	8,956.45	-2,236.16
560000 · OPERATIONAL EQUIPMENT EXP			
560100 · Firefighting Equipment/Supress			
560103 · Equipment Repairs & Maintenance	0.00	43.17	-43.17
560107 · PPE Equipment	191.70	0.00	191.70
560109 · PPE Repairs & Maint	0.00	351.40	-351.40
560117 · Firefighting Supplies	0.00	331.77	-331.77

	Jan 20	Jan 19	\$ Change
560199 · Firefighting Equipment Expense	2,096.29	6,609.14	-4,512.85
Total 560100 · Firefighting Equipment/Supress	2,287.99	7,335.48	-5,047.49
560300 · Medical Equipment			
560303 · EMS Equipment Repairs & Maint	0.00	620.00	-620.00
560307 · EMS Maintenance Contracts	0.00	3,798.48	-3,798.48
560309 · EMS Supplies Expense	9,501.03	5,383.72	4,117.31
Total 560300 · Medical Equipment	9,501.03	9,802.20	-301.17
560600 · UNIFORMS EXPENSE			
560603 · Uniforms - New Hire/Promotions	0.00	595.00	-595.00
Total 560600 · UNIFORMS EXPENSE	0.00	595.00	-595.00
Total 560000 · OPERATIONAL EQUIPMENT EXP	11,789.02	17,732.68	-5,943.66
570000 · WAGES			
570100 · Payroll Expenses	175.00	173.25	1.75
570300 · Administration Personnel (FT)	46,284.08	44,347.56	1,936.52
570400 · Operations Personnel (FT)	296,071.05	274,258.50	21,812.55
570700 · Overtime			
570703 · Overtime (Shift)	43,837.83	52,315.74	-8,477.91
570704 · Overtime (Admin)	0.00	0.00	0.00
570705 · Overtime (Other)	2,503.94	1,890.08	613.86
570707 · Overtime (EMS/Fire Training)	936.56	4,883.15	-3,946.59
Total 570700 · Overtime	47,278.33	59,088.97	-11,810.64
573200 · Medicare Tax	5,577.64	5,411.54	166.10
573300 · Unemployment Expense	3,811.07	0.00	3,811.07
Total 570000 · WAGES	399,197.17	383,279.82	15,917.35
580000 · BENEFITS			
580200 · Health Insurance Expense	59,874.55	54,442.22	5,432.33
580300 · Dental Insurance Expense	-584.08	2,057.35	-2,641.43
580500 · FPPA Death&Disability Insurance	9,330.55	8,533.58	796.97
580700 · Insurance - Accident & Health	0.00	3,712.00	-3,712.00
581100 · Pension Expense	27,138.90	25,347.11	1,791.79
583100 · Employee Assistance Program	0.00	2,850.00	-2,850.00
584300 · Flex Spending Payments & Fees	-72.07	253.45	-325.52
Total 580000 · BENEFITS	95,687.85	97,195.71	-1,507.86
610000 · TRAINING & EDUCATION EXPENSE			
610100 · Firefighting Training	1,163.25	441.00	722.25
610200 · Medical Training	393.99	0.00	393.99
610500 · Health and Wellness	39.15	0.00	39.15
Total 610000 · TRAINING & EDUCATION EXPENSE	1,596.39	441.00	1,155.39
620000 · UTILITIES EXPENSE			
620100 · Electricity Expense	1,887.95	2,593.42	-705.47
620200 · Heating/Gas Expense	1,862.43	2,234.22	-371.79
620300 · Water & Sewer Expense	410.73	378.32	32.41
620700 · Trash Collection	233.00	252.00	-19.00
Total 620000 · UTILITIES EXPENSE	4,394.11	5,457.96	-1,063.85

	Jan 20	Jan 19	\$ Change
630000 · FINANCE - DEBT SERVICE			
630200 · Lease Princ BC Truck 0684	11,500.16	11,203.84	296.32
634100 · Interest Expense	322.40	641.71	-319.31
Total 630000 · FINANCE - DEBT SERVICE	11,822.56	11,845.55	-22.99
Total Expense	584,572.86	676,432.21	-91,859.35
Net Ordinary Income	-414,387.01	-568,278.79	153,891.78
Other Income/Expense			
Other Expense			
900000 · CAPITAL IMPROVEMENT FUND			
900100 · Buildings Capital Outlay	15,191.16	0.00	15,191.16
900300 · Vehicle Capital Outlay			
900303 · Fire Vehicle Capital Outlay	0.00	100,000.00	-100,000.00
Total 900300 · Vehicle Capital Outlay	0.00	100,000.00	-100,000.00
900600 · Equipment Capital Outlay			
900609 · Suppression Equip Capital Outlay	0.00	12,051.62	-12,051.62
Total 900600 · Equipment Capital Outlay	0.00	12,051.62	-12,051.62
Total 900000 · CAPITAL IMPROVEMENT FUND	15,191.16	112,051.62	-96,860.46
910000 · Unrestricted Reserves Fund			
910300 · Reserves - Capital (Fleet)	0.00	-3,512.61	3,512.61
Total 910000 · Unrestricted Reserves Fund	0.00	-3,512.61	3,512.61
Total Other Expense	15,191.16	108,539.01	-93,347.85

Tri-Lakes Monument Fire Protection District

Bank Balances

As of January 31, 2020

Jan 31, 20

ASSETS

Current Assets

Checking/Savings

101000 · Ops/General Fund- CCB...88	1,856,088.52
101100 · FSA- CCB...69	17,282.11
101200 · Impact Fee - CCB...51	975,390.32
101300 · Capital- CCB...77	1,580,625.73
101400 · Fleet Capital/Public Funds...27	899,229.71
104000 · Emergency Reserve - FNB ..05	293,977.12

TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT

16055 Old Forest Point, Suite 103

Monument, CO 80132

Bus: (719) 484-0911 Fax (719) 481-3456



Christopher Truty, Fire Chief

MEMO

TO: BOARD OF DIRECTORS
FROM: CHIEF TRUTY
DATE: FEBRUARY 20, 2020
RE: INVESTMENT POLICY FOLLOW-UP

Based on the feedback from the Board at the January Board meeting, we will have a presentation by Brent Turner, Vice-President of Investment Advisory Services for Colorado Trust. He will doing a brief presentation on what ColoTrust offers as well as any pertinent issues related to government investments.

It's my understanding that the draft policy will be edited by Maureen and me based on feedback that Brent and the Board provides so as a starting point at least, the unchanged policy from last month is attached.

Respectfully submitted,

Investments

219.1 PURPOSE

The Tri-Lakes Monument Fire Protection District (hereinafter referred to as the "District") is a Colorado special district organized and operating under Article 1, Title 32, Colorado Revised Statutes (CRS).

The District is a quasi-municipal corporation and a political subdivision of the state.

The District functions under the direction of a Fire Chief who is appointed by a seven member Board of Directors. The District has legal authority to establish and implement standards for its cash and investment management operations. The purpose of this Investment Policy is to define the investment scope, objectives, delegation of authority, standards of prudence, reporting requirements, internal controls, eligible investments and transactions, diversification requirements, risk tolerance, and safekeeping and custodial procedures for the investment of the funds of the District.

The investment guidelines outlined below have been written to comply with various regulatory requirements under which the District operates. This Investment Policy was endorsed and adopted by the District Board of Directors

219.2 SCOPE

The following Investment Policy addresses the methods, procedures and practices which must be exercised to ensure effective and judicious fiscal and investment management of the District's funds. This Policy shall apply to the investment management of all investable funds under control of the District. All excess cash, except for cash in certain restricted and special accounts, shall be pooled for investment purposes. The investment income derived from the pooled investment account shall be allocated to the contributing funds based upon the proportion of the respective average balances relative to the total pooled balance. Interest earnings shall be distributed to the individual funds on a monthly basis.

219.3 INVESTMENT OBJECTIVES

All funds which are held for future disbursement shall be deposited and invested by the District in accordance with Colorado State Statutes and any resolutions enacted by the District's Board of Directors in a manner to accomplish the following objectives:

- (a) Safety of Funds: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
- (a) Credit Risk: The District will minimize credit risk, the risk of loss due to the failure of the security issuer, by:
 - (a) Limiting investments to the safest types of securities;

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- (b) Pre-qualifying the financial institutions, broker/dealers, and advisors with which the District does business; and
 - (c) Diversifying the investment portfolio so that potential losses on individual securities will be minimized.
-
- (b) Interest Rate Risk: The District will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates by:
 - (a) Structuring the investment portfolio so that securities mature sufficiently close to cash requirements for ongoing operations, thereby minimizing the potential need to sell securities on the open market prior to maturity; and
 - (b) Investing operating funds primarily in short- to intermediate-term securities, approved local government investment pools, approved money market mutual funds and repurchase agreements.
-
- (b) Liquidity of Funds: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. To ensure that adequate funds are available to pay the District's projected financial obligations, investments will be purchased or deposits made that reasonably match the anticipated cash disbursements of the District. Since all possible cash demands cannot be anticipated, the portfolio shall consist largely of securities with active secondary or resale markets so that the potential for a realized loss, if an early liquidation of a security is necessary, will be minimized.
- A core of stable funds may be identified through cash flow analysis that is available for investing in longer-term securities. Although the market value of these longer-term securities may fluctuate significantly, the fluctuation will not effect the liquidity of the portfolio since they can be held to maturity in all but extreme circumstances.
-
- (c) Yield: The District's portfolio shall earn a competitive market rate of return on available funds throughout budgetary and economic cycles. In meeting this objective, investment management personnel will take into account the District's investment risk constraints and cash flow needs.

219.4 DELEGATION OF AUTHORITY

The ultimate responsibility and authority for investment transactions involving the District resides with the _____ who has been designated by the Board of Directors, and will hereinafter be referred to, as the "Investment Officer." The Investment Officer shall be responsible for all investment decisions and activities and shall establish written administrative procedures for the operation of the District's investment program consistent with this Investment Policy.

The Investment Officer may appoint other members of the District staff to assist him/her in the cash management and investment function. In the absence of the Investment Officer, the General Manager of the District is authorized to make investment decisions. Other persons who are

Tri-Lakes Monument Fire Protection District

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authorized to transact business and wire funds on behalf of the District are listed in Appendix I to this Investment Policy.

The District's Board, through the District's external auditors, will periodically review the compliance of the cash, treasury, and investment management practices with this Investment Policy. The Board of Directors may elect to appoint a Cash Management Advisory Board to monitor the District's investment program.

The Investment Officer may engage the support services of outside professionals, so long as it can be demonstrated that these services produce a net financial advantage and necessary financial protection of the District's resources. Such services may include engagement of financial advisors in conjunction with debt issuance, investment advisors for portfolio management support, special legal representation, third party custodial services and appraisal of independent rating services. An appointed investment advisor may be granted limited investment discretion within the guidelines of this Investment Policy with regard to the District's assets placed under its management.

219.5 PRUDENCE

The standard of prudence to be used for managing the District's assets is the "prudent investor" rule applicable to a fiduciary that states, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived." (CRS 15-1-304, Standard for Investments).

The District's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The District recognizes that no investment is totally free of risk and that the investment activities of the District are a matter of public record. Accordingly, the District recognizes that occasional measured losses are inevitable in a diversified portfolio and shall be considered within the context of the overall portfolio's return, provided that this Investment Policy has been followed and that the sale of a security prior to maturity is in the best long-term interest of the District.

The District's Investment Officer and other authorized investment personnel acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that the deviations from expectations are reported in a timely fashion to the General Manager of the District and appropriate action is taken to control adverse developments.

219.6 ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall not engage in personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the District's General Manager any material financial interest in financial institutions

Tri-Lakes Monument Fire Protection District

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that conduct business with the District, and they shall further disclose any large personal financial/ investment positions that could be related to the performance of the District's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the District particularly with regard to the timing of purchases and sales.

The District adheres to the Government Finance Officers Association's "Code of Professional Ethics."

219.7 ELIGIBLE INVESTMENTS AND TRANSACTIONS

All investments will be made in accordance with the Colorado Revised Statutes as follows: CRS 11-10.5-101, et seq. Public Deposit Protection Act; CRS 11-47-101, et seq. Savings and Loan Association Public Deposit Protection Act; CRS 24-75-601, et. seq. Funds-Legal Investments for Governmental Units; CRS 24-75-603, et seq. Depositories; and CRS 24-75-701, et seq. Local Governments-Local Government Pooling. Any revisions or extensions of these sections of the CRS will be assumed to be part of this Investment Policy immediately upon being enacted.

The District's Board has further restricted the investment of District funds to the following types of securities and transactions:

- A. Treasury Obligations: Treasury Bills, Treasury Notes, Treasury Bonds and Treasury Strips with maturities not exceeding three years from the date of purchase.
- B. Federal Instrumentality Securities: Debentures, discount notes, callable securities, step-up securities and stripped principal or coupons with maturities not exceeding three years from the date of purchase issued by the following only: Federal National Mortgage Association (FNMA), Federal Farm Credit Banks (FFCB), Federal Home Loan Banks (FHLB), Federal Home Loan Mortgage Corporation (FHLMC), and Student Loan Marketing Association (SLMA). To be approved, Federal Instrumentality Securities must be rated AAA by either Moody's or Standard and Poor's.
- C. Prime Commercial Paper issued on U.S. companies and denominated in U.S. currency with a maturity not exceeding 180 days from the date of purchase and rated at least A-1 by Standard and Poor's, P-1 by Moody's or F1 by Fitch at the time of purchase by each service that rates the commercial paper. If the commercial paper issuer has senior debt outstanding, the senior debt must be rated by each service that publishes a rating on the issuer of at least A+ by Standard and Poor's, A-1 by Moody's or A+ by Fitch. (Senior debt is defined as the most senior secured or unsecured debt of the issuer with an original maturity exceeding one year.) Furthermore, the issuer's commercial paper program's size shall exceed \$200 million.
- D. Eligible Bankers Acceptances with an original maximum maturity not exceeding 90 days, issued on domestic banks or branches of foreign banks domiciled in the U.S. and operating under U.S. banking laws, whose senior long-term debt is rated, at the time of purchase AA by Standard and Poor's, Aa by Moody's, or AA by Fitch.

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- E. Repurchase Agreements with a defined termination date of 90 days or less collateralized by U.S. Treasury securities listed in item 1 above with a maturity not exceeding 10 years. For the purpose of this section, the term "collateral" shall mean "purchased securities" under the terms of the District's approved Master Repurchase Agreement. The purchased securities shall have a minimum market value including accrued interest of 102 percent of the dollar value of the transaction. Collateral shall be held in the District's custodial bank as safekeeping agent, and the market value of the collateral securities shall be marked-to-the-market daily based on that day's bid price.

Repurchase Agreements shall be entered into only with dealers who have executed a Master Repurchase Agreement with the District and who are recognized as Primary Dealers with the Federal Reserve Bank of New York. A list of dealers who have an executed Master Repurchase Agreements with the District are listed in Annex II.

Approved counterparties to Repurchase Agreements shall have at least a short-term debt rating of A-1 or the equivalent and a long-term debt rating of A or the equivalent from one or more nationally recognized organizations which regularly rates such issuers.

- F. Local Government Investment Pools authorized under CRS 24-75-701, 702 which:
1) are "no-load" (i.e., no commission fees shall be charged on purchases or sales of shares); 2) have an objective of maintaining a constant daily net asset value per share (usually \$1.00 per share); 3) limit assets of the fund to securities authorized in this Investment Policy; 4) have a maximum stated maturity and weighted average maturity in accordance with Federal Securities Law Regulation 2a-7; and 5) have a rating of AAAm by Standard and Poor's, AAA by Moody's, or AAA/V1+ by Fitch
- G. Time Certificates of Deposit or savings accounts in state or national banks or in state or federally chartered savings banks which are state approved depositories per CRS 24-75-603, et seq. (as evidenced by a certificate issued by the State Banking Board) and are insured by the FDIC. Certificates of Deposit, which exceed the FDIC insured amount, shall be collateralized in accordance with the Colorado Public Deposit Protection Act. This collateral will have a market value equal to or exceeding 102 percent of the difference between the insured amount and the District's total deposit for all funds within the institution.
- H. Money Market Mutual Funds registered under the Investment Company Act of 1940 which: 1) are "no-load" (i.e. no commission fee shall be charged on purchases or sales of shares); 2) have a constant daily net asset value per share (usually \$1.00); 3) limit assets of the fund to those securities authorized in this Investment Policy; 4) have a maximum stated maturity and weighted average maturity in accordance with Federal Securities Regulation 2a-7; and 5) are rated either AAAm by Standard and Poor's or AAA by Moody's or Fitch.

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It is the intent of the District that the foregoing list of authorized securities be strictly interpreted. Any deviation from this list must be pre-approved by the Board of Directors in writing.

219.8 INVESTMENT DIVERSIFICATION

The District's objective is to diversify the investment instruments within the portfolio to avoid incurring unreasonable risks inherent in overinvesting in specific instruments, individual financial institutions or maturities. The asset allocation in the portfolio, however, should be flexible depending upon the outlook for the economy and the securities markets.

The District may invest to the following maximum limits:

- 100% in U.S. Treasury Obligations
- 50% in qualified Certificates of Deposit
- 50% in qualified Local Government Investment Pools
- 50% in Federal Instrumentality Securities listed in 2 above
- 100% in Repurchase Agreements collateralized by U.S. Treasury Obligations
- 30% combined total in Bankers Acceptances and Commercial Paper

219.9 INVESTMENT MATURITY AND LIQUIDITY

Investments shall be limited to maturities not exceeding three years. The District at all times shall maintain 20% of its total investment portfolio in instruments maturing in 120 days or less. The investment maturity schedule shall correspond with the District's cash flow needs.

In the case of callable securities, the first call date shall be used as the maturity date for investment purposes in this section if the Investment Officer is reasonably certain that the security most likely will be called prior to maturity. If, in the opinion of the Investment Officer, the callable security will go full term to maturity, then that date will be used as the final maturity. In all cases for accounting purposes, however, the final maturity date of the callable securities shall be used as the maturity of the security in order to disclose the maximum maturity liability in the District's financial reports.

219.10 OTHER INVESTMENT GUIDELINES

Each investment transaction shall be competitively transacted with broker/dealers who have been authorized by the District. At least two broker/dealers shall be contacted for each transaction and their bid and offering prices shall be recorded.

If the District is offered a security for which there is no other readily available competitive offering, then the Treasurer will document quotations for comparable or alternative securities.

When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price.

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The purchase and sale of all securities shall be on a delivery-versus-payment basis (i.e.: moneys will not be released by the District's safekeeping bank until securities are received at the Federal Reserve Bank).

The District seeks an active, rather than passive, management of its portfolio assets. Assets may be sold at a loss only if the Investment Officer or the investment advisor believes that the sale of the security is in the best long-term interest of the District.

219.11 SELECTION OF BROKERS/DEALERS AND FINANCIAL INSTITUTIONS ACTING AS BROKER/DEALERS

The Investment Officer shall maintain a list of authorized broker/dealers and financial institutions which are approved for investment purposes and it shall be the policy of the District to purchase securities only from those authorized institutions and firms.

To be eligible, a firm/bank must meet at least one of the following criteria:

- (a) be recognized as a Primary Dealer by the Federal Reserve Bank of New York,
- (b) be approved by the Investment Officer after a comprehensive credit and capitalization analysis indicates the firm is adequately financed to conduct business with the District,
or
- (c) be an FDIC member and meet criteria in Section XII.

Broker/dealers and other financial institutions will be selected by the Investment Officer on the basis of their expertise in public cash management and their ability to provide service to the District's account. Each broker/dealer, bank or savings and loan that has been authorized by the Investment Officer shall be required to complete and annually update a District-approved Broker/Dealer Information Request Form and supply its most recent financial statements. The Investment Officer shall maintain a file of the most recent Broker/Dealer Information Forms submitted by each firm approved for investment purposes. Broker/dealers also shall attest in writing that they have received a copy of this Investment Policy. A list of broker/dealers and financial institutions that have been authorized by the District shall be maintained in Annex III to this Investment Policy.

219.12 SELECTION OF BANKS AND SAVINGS BANKS AS DEPOSITORIES AND PROVIDERS OF GENERAL BANKING SERVICES

The Investment Officer shall maintain a list of authorized banks and savings banks which are approved to provide depository and other banking services for the District. To be eligible for authorization, a bank or savings and loan must be a member of the FDIC and must meet the minimum credit criteria (described below) of credit analysis provided by commercially available bank rating services. Banks or savings banks failing to meet the minimum criteria, or in the judgment of the Investment Officer no longer offering adequate safety to District, will be removed from the list. The list will be updated annually to insure current compliance.

The District shall utilize the commercially available bank rating services of PMA Financial Network, Inc. or Sheshunoff Information Services to perform a credit analysis on banks and savings banks

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seeking authorization. Data obtained from the bank rating services will include factors covering overall rating, liquidity, credit quality, interest rate spread, profitability, and capital adequacy.

To be eligible for designation to provide banking services, a financial institution shall qualify as a depository of public funds in Colorado as defined in CRS 24-75-603, shall provide the District certification of such qualification and shall meet the following criteria:

- (a) have a Sheshunoff Public Finance Peer Group Rating of 30 or better on a scale of zero to ninety-nine with ninety-nine being the highest quality for the most recent reporting quarter before the time of selection; or
- (b) have a PMA Financial Network, Inc. overall rating of three or better on a scale of one to five with one being the highest quality for the most recent reporting quarter before the time of selection.

The Investment Officer shall maintain a file of the most recent credit rating analysis reports performed for each approved financial institution by one of the rating firms listed above. A list of approved banks is included in Annex IV. Independent credit analysis shall be performed semi-annually on all approved banks and savings banks.

219.13 SAFEKEEPING AND CUSTODY

The Investment Officer shall approve one or more financial institutions to provide safekeeping and custodial services for the District. A District-approved Safekeeping Agreement shall be executed with each custodian bank prior to utilizing that bank's safekeeping services. To be eligible for designation as the District's safekeeping and custodian bank, a financial institution shall qualify as a depository of public funds in Colorado as defined in CRS 24-75-603, shall provide the District certification of such qualification and shall meet the following criteria:

- (a) have a Sheshunoff Peer Group Rating of 20 or better on a scale of zero to ninety-nine with ninety-nine being the highest quality for the most recent reporting quarter before the time of selection; or
- (b) have a PMA Financial Network, Inc. overall rating of three minus or better on a scale of one to five with one being the highest quality for the most recent reporting quarter before the time of selection.

Custodian banks will be selected on the basis of their ability to provide service to the District's account and the competitive pricing of their safekeeping related services.

The Investment Officer shall maintain a file of the most recent credit rating analysis reports performed for each approved financial institution by one of the rating firms listed above. Independent credit analysis shall be performed on a semi-annual basis.

The purchase and sale of securities and repurchase agreement transactions shall be settled on a delivery versus payment basis. It is required of the District that all purchased securities be perfected in the name of the District. Sufficient evidence to title shall be consistent with modern investment, banking and commercial practices.

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All investment securities, except non-negotiable Certificates of Deposit, Local Government Investment Pools and Money Market Mutual Funds, purchased by the District will be delivered by either book entry or physical delivery and will be held in third-party safekeeping by a District approved custodian bank, its correspondent bank or the Depository Trust Corporation (DTC).

All Fed wireable book entry securities owned by the District shall be evidenced by a safekeeping receipt or a customer confirmation issued to the District by the custodian bank stating that the securities are held in the Federal Reserve system in a Customer Account for the custodian bank which will name the District as "customer."

All DTC eligible securities shall be held in the custodian bank's DTC participant account and the custodian bank shall issue a safekeeping receipt evidencing that the securities are held for the District as "customer."

All non-book entry (physical delivery) securities shall be held by the custodian bank's correspondent bank and the custodian bank shall issue a safekeeping receipt to the District evidencing that the securities are held by the correspondent bank for the District. The District may utilize the services of the DTC as a depository for delivery of non-wirable securities.

The District's custodian will be required to furnish the District with monthly reports of holdings of custodied securities as well as a report of monthly securities activity.

219.14 PERFORMANCE BENCHMARKS

The District shall use a dynamic benchmark rate of return for the District's investment portfolio that corresponds to the yield for the current US Treasury security that matches the weighted average maturity of the portfolio. In no case shall the benchmark yield be less than the monthly average yield of the Colorado Local Government Liquid Asset Trust (COLOTRUST) measured on an annualized basis. Fees involved with managing the portfolio should be included in the computation of the portfolio's rate of return.

The Investment Officer shall review on quarterly basis the portfolio's adherence to appropriate risk levels and a comparison between the portfolio's total return and the established investment objectives and goals.

219.15 REPORTING

Accounting and reporting on the District's investment portfolio shall conform with Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB) recommended practices. On a monthly basis, an investment report shall be prepared and submitted to the Investment Officer, who will provide it to the District's Board in a timely manner, listing the investments held by the District, the current market valuation of the investments, and performance results. The report shall include a summary of investment earnings during the period.

A record shall be maintained by the District of all bids and offerings for security transactions in order to ensure that the District receives competitive pricing.

Reports prepared by outside advisors shall be sent to the District's Investment Officer.

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219.16 PROVISIONS FOR ARBITRAGE

The District may periodically issue debt obligations that are subject to the provisions of the Tax Reform Act of 1986 (section 148F), Arbitrage Rebate Regulations. Due to the legal complexities of arbitrage law and the necessary immunization of yield levels, the procedures undertaken in the reinvestment of all or a portion of the proceeds for such debt issuance may extend beyond those outlined in this Investment Policy. Therefore, the Investment Officer, upon advice from Bond Counsel and financial advisors, may alter provisions of this Investment Policy for arbitrage related investments as may be necessary to conform with federal arbitrage regulations. In all cases, however, investments will be in compliance with the Colorado Revised Statutes cited in Section VI of this Investment Policy.

Section XVI of this Investment Policy is only applicable to District funds subject to arbitrage restrictions.

219.17 POLICY REVISIONS

This Investment Policy shall be reviewed periodically by the Investment Officer and may be amended by the District's Board of Directors as conditions warrant. The data contained in the Annexes to this Investment Policy may be updated by the Investment Officer as necessary, provided the changes in no way affect the substance or intent of this Investment Policy.

TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT

16055 Old Forest Point, Suite 103

Monument, CO 80132

Bus: (719) 484-0911 Fax (719) 481-3456



Christopher Truty, Fire Chief

MEMO

TO: BOARD OF DIRECTORS

FROM: DIVISION CHIEF BUMGARNER

DATE: FEBRUARY 21, 2020

RE: 2015 INTERNATIONAL FIRE CODE ADOPTION

The International Fire Code covers many different areas of importance to our citizens, from exit requirements to sprinkler requirements, occupancy loads, and hazardous material requirements for permits and storage. The District's currently adopted 2009 International Fire Code (IFC) has 47 chapters along with 10 appendices. The proposed 2015 IFC has 67 chapters and 13 appendices. The 2015 IFC, as we have proposed for adoption, meets these needs through the model code regulations that safeguard the public health and safety in all communities, large and small.

In early 2019 we decided it was time to bring our codes into compliance with the Pikes Peak Regional Building Code, which was the 2015 International Building Code (IBC). The first step in our code adoption process was for the fire prevention staff to review the next code version (2015) from ICC for possible adoption and make any additional amendments to the code based upon our unique experiences in previous years applying the code.

Amendments to the fire code are changes/additions/deletions that we believe address local needs or requires additional clarification to protect our citizens best. An example, we have amended the 2015 IFC Section 101.1 Title, to state "*These regulations shall be known as the Fire Code of the Tri-Lakes Monument Fire Protection District, as applicable, hereinafter referred to as the Code.*" This amendment notifies the builders that when they read the language within the 2015 IFC, and it states "the Code," it is referencing the Tri-Lakes Monument Fire Protection District Fire Code.

After the fire prevention staff determined what needed amending, we consulted with Pikes Peak Regional Building Department, other local fire agencies, and builders to determine if the draft code would need additional amendments, deletions, or added chapters. Then we briefed the Fire Chief in September 2019 on the code situation and garnered his permission to release the proposed code to the public for comment. The public comment period started in November 2019 and closed January 31, 2020. We only received one question to the proposed code about exits from residential properties coming out under decks, and that was located and provided for in the new 2015 IFC. Once the public comment period closed, we reviewed no other comments or questions.

With the final document ready for adoption, we are bringing to the District's Board of Directors the proposed 2015 IFC with suggested TLMFPD amendments for approval. Once we receive your

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Christopher Truty, Fire Chief

approval, state statutes require resolution adoptions by the Town Council in Monument for the town and the El Paso County Board of County Commissioners for adoption in unincorporated areas.

Once the governing bodies have adopted the 2015 IFC, it will immediately go into effect for all new projects submitted after the adoption date. For example, if the Town of Monument adopts the code on March 15th and a commercial project had been submitted on or before March 15th, it will be evaluated and built under the 2009 IFC. However, if a project is submitted on March 16th, that project will be evaluated under the new 2015 IFC. Most architects and builders are already building their projects to the 2015 IFC because they must comply with the 2015 IBC; therefore, it is easier to build using one code version for the entire project.

The 2015 IFC will then remain in effect until sometime in the next three years when all the code officials within the Pikes Peak Region look towards adopting the 2021 code.

Your assistance and participation are essential and an important step in the ratification process. We are recommending adoption of the 2015 International Fire Code and the accompanying TLMFPD amendments. The full 554-page version of the IFC is available in the Fire Marshal's office for review. Attached are two documents highlighting the proposed amendments. One is a clean version of the amendments and the second highlights the changes from the previous code version.

Jamey Bumgarner

Fire Marshal

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TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT

LOCAL AMENDMENTS
INTERNATIONAL FIRE CODE – 2015
February 26, 2020

Chapter 1 – Administration

Chapter 5 – Fire Service Features

Chapter 9 – Fire Protection Systems

Chapter 11 – Construction Requirements for Existing Buildings

Chapter 32 – High-Pile Combustible Storage

Chapter 33 – Fire Safety During Construction & Demolition

Chapter 53 – Compressed Gas

Appendix D – Fire Apparatus Access Roads

Appendix F – Hazard Rankings

Appendix H – HMMP and HMIS

Appendix I – Fire Protection Systems -Noncompliant Conditions

Appendix K – Construction Requirements for Existing Ambulatory Care Facilities

Appendix L – Requirements for Fire Fighter Air Replenishment Systems

Appendix Z – Wildland Urban Interface

Administration chapter 1

Section 101 – General

Section 101.1. Title. Amend Section 101.1 by adding the following: These regulations shall be known as the *Fire Code* of the Tri-Lakes Monument Fire Protection District, as applicable, hereinafter referred to as “this code”

Section 101.2.1. Appendices. Delete Section 101.2.1 and replace with the following: 101.2.1 Appendices. In conjunction with the adoption of the 2009 International Fire Code, the above mentioned Authority Having Jurisdiction (AHJ) also adopts Appendixes B, C, D, E, F, G, H, J and K as amended, as part of the provisions and requirements of this code.

Section 102 – Applicability

Section 102.7. Referenced Codes and Standards. Amend Section 102.7 to read as follows: “102.7. Referenced Codes and Standards. The codes and standards referenced in this code shall be those that are listed in Chapter 80 and such codes and standards shall be considered part of the requirements of this code to the prescribed extent of each such reference. Where differences occur between the provisions of this code and the referenced standards, the provisions of this code shall apply.” The current edition shall become effective on January 1 of the year following the NFPA’s effective date for the standard.

Section 105 – Permits

Section 105.1.4. Permit Fees. Add a new section 105.1.4 to read as follows: “105.1.4 Permit Fees. A permit fee shall be paid to the (AHJ) at a rate established and adjusted by the AHJ Board of Directors. These fees recover costs associated with inspection related activities, such as plan reviews, physical inspections, and associated administrative activities. All permit fees shall be paid directly to the AHJ.”

Fire Service Features chapter 5

Section 505 – Premises Identification

Section 505.1. Address Identification. Amend Section 505.1 as follows: Address Identification shall be per Pikes Peak Regional Building Code 2011, Section RBC312.11 Address Numbers on Buildings.

Emergency response door addressing of all required doors shall be pursuant to the requirements of the Fire Code Official.

Exception: The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background.

Emergency response door addressing is not required on one- and two-family dwellings.

Section 505.1.1. Suite Numbers. Add a new section 505.1.1 to read as follows: 505.1.1 Suite Numbers. Any area occupied by tenants of a mall or shopping center, the main entrance to which is from the inside of the mall or shopping center, or any area used for other than single-unit or multi-unit residential occupancy that abuts a public courtyard or other public space shall be identified by numbers that are a minimum of four (4) inches in height with no less than one half (1/2) inch stroke so as to be plainly visible and legible from a distance of at least fifty (50) feet from the main entrance to the area."

Section 505.1.2. Addressing of Rear Doors. Add a new section 505.1.2 to read as follows: "505.1.2 Addressing of Rear Doors. The rear entrance or access doors of all malls, strip center, commercial center buildings, and other areas with multi-tenant spaces shall be identified with the appropriate address numbers. The address numbers/letters shall be at least four (4) inches high with a minimum stroke width of one half (1/2) inch. The AHJ may require the installation of address numbers/letters on other locations to prevent confusion in the event of an emergency.

Section 510 Emergency Responder Radio Coverage

Section 510.3. Emergency Responder Radio Coverage in Existing Buildings. Delete Section 510.3 in its entirety.

Fire Protection Systems chapter 9

Section 901- General

Section 901.3.1. Relocation and Additions to Fire Sprinklers in Existing Buildings. Add a new section 901.3.1 to read as follows. "901.3.1 Relocations and Additions to Fire Sprinklers in Existing Buildings:

- 1). Any additions or remodeling to existing commercial sprinkler systems that involve 20 sprinkler heads or less, 5 or less fire alarm devices will not require a permit through the AHJ; however a letter from a PPRBD licensed sprinkler contractor shall be submitted to the AHJ. The letter shall be on the sprinkler contractor's letterhead long with a set of plans. Electronic submittal of the information is authorized.
- 2). This does not apply to spray booths, NFPA 13D or 13R systems, special hazard systems, or other special stipulations previously mandated and required by the AHJ.
- 3). All systems with more than 20 heads or more than 5 fire alarm devices must conform to all local and state standards including plan submittal, permits, and other requirements.

Section 901 .10. Clear Space Around Fire Protection Equipment. Add a new Section 901.10 to read as follows: "901.10 Clear Space Around Fire Protection Equipment. A three (3) foot circumference clear space shall be maintained around all fire protection equipment. This clear space shall include an unobstructed path of travel and access to all fire protection equipment.

Section 904 – Alternative Automatic Fire-Extinguishing Systems

Section 904.12.2.1 Ventilation System Intyconnection. Add new Section 90412.2.2.1 to read as follows: "904.12.2.1 Ventilation System Interconnection. Upon activation of the fire suppression systems, the exhaust for the hood shall remain on."

904.12.3.1. Ventilation System . Commercial-type cooking equipment protected by an automatic carbon dioxide extinguishing system shall be arranged to shut off the ventilation system upon activation. Delete Section 904.12.3.1 in its entirety.

Section 905 – Standpipe Systems

Section 905.3.1. Building Height. Delete all exceptions and Amend Section 905.3.1 to read as follows: "905.3.1 Building Height. Class I automatic wet standpipe system shall be installed throughout buildings where the floor level of the highest story is located more than 30 feet above the lowest level of the fire department vehicle access, or where the floor level of the lowest story is located more than 30 below the highest level of fire department vehicle access.

Exception: "Manual dry standpipes are allowed in open parking garages that are subject to freezing temperatures, provided that the hose connections are located so that all portions of the building are within 30 feet of a nozzle attached to 100 feet of hose."

Section 905.3.4.1. Hose and Cabinet. Delete Section 905.3.4.1 in its entirety.

Section 905.4. Location of Class I Standpipe Hose Connections. Amend Section 905.4 Location of Class I Standpipe Hose Connections, by adding an exception to subsection number 1, to read as follows:

1. In every required stairway, a hose connection shall be provided for each floor level above or below grade. Hose connections shall be located at an intermediate floor level landing between floors, unless otherwise approved by the fire code official.

Exception: When stairways are constructed with a vestibule in accordance with the International Building Code, the hose connection shall be installed inside the floor level vestibule, not in the stairway.

Section 907 – Fire Alarm and Detection Systems

Section 907.2.6.2.1. Alternative Designs. Add a new Section 907.2.6.2.1 to read as follows: "907.2.6.2.1 Alternative Design. As an alternative design, addressable system smoke detectors may be used in patient rooms. In such case, a visual notification in the corridor shall not be required and the patient room detector shall initiate the building alarm. A remote Annunciator shall be located at the respective nurse's station."

Section 907.2.8.3. Smoke Alarms. Amend Section 907.2.8.3 to read as follows: "907.2.8.3 Smoke Alarms. Single and multiple station smoke alarms shall be installed in accordance with Section 907.2.11. Smoke alarms provided in guest rooms may be annunciated at the fire alarm control panel as supervisory only."

Section 907.2.9.2. Smoke Alarms. Amend Section 907.2.9.2 to read as follows: "907.2.9.2. Smoke Alarms single and multiple station smoke alarms shall be installed in accordance with Section 907.2.11.

Smoke alarms provided in guest rooms may be annunciated at the fire alarm control panel as supervisory only.”

Section 910 – Smoke and Heat Vents

Section 910.1. General. Amend Section 910.1 by deleting number 2.

Section 910.3.2.2. Sprinklered Buildings. Amend Section 910.3.2.2 to read as follows: “910.3.2.2 Sprinklered Buildings. Where installed in buildings equipped with an approved automatic sprinkler system, smoke and heat vents shall be designed to operate automatically by activation of a heat-responsive device rated at least 100 degrees above the operating temperature of the fire sprinkler heads in the immediate vicinity of the vent. Vents shall also be manually operable from the exterior by an approved means.

Section 912 – Fire Department Connections

Section 912.1.1. Indicating Device. Add a new Section 912.1.1 to read as follows: “912.1.1 indicating Device. A listed horn and strobe, activated by the sprinkler water-flow switch, shall be located within 20 feet of the FDC, and shall be highly visible to emergency responders along their normally anticipated arrival route.”

Section 912.1.2. Inlets. Add a new Section 912.1.2 to read as follows: “912.1.2 Inlets. There shall be a minimum of one 2.5” connection for every 250 gallons per minute (GPM) of system demand.

Section 912.1.3. Multiple Fire Department Connections. Add a new Section 912.1.3 to read as follows: “912.1.3 Multiple Fire Department Connections (FDC’s). When demand of sprinkler system exceeds 1500 GPM’s, additional FDC’s shall be provided and located as specified by the fire code official. Multiple FDC’s shall be of equal capacity.”

Fire Safety During Construction & Demolition Chapter 14

Section 1402 – Definitions

Section 1402.1. Temporary Fire Access Road. Add a new section 1402.2 to read as follows: “1402.2 Temporary Fire Access Road. Temporary access roads shall be an all-weather surface comprised of either the first lift of asphalt or concrete and/or compacted gravel to a thickness capable of supporting the imposed loads of fire department apparatus. A 20-foot minimum width shall be maintained unless the permanent road is designed less than 20 feet, in which case the temporary road shall be the intended width of the permanent road. Adequate street signs and fire lane signs shall be installed where applicable. Temporary access roads must be maintained in accordance with this section. Temporary

roads serving as fire lanes shall not be in place more than 6 months without special approval from the fire district.”

Compressed Gas Chapter 30

Section 3003 – General Requirements

Section 3003.7.12. Location. Add a new Section 3003.7.12 to read as follows: “3003.7.12 Location. Portable or manifold cylinders located inside of a building shall be stored in a well-ventilated, dry location at least 20 feet from combustible material and at least 10 feet from elevators, stairways, corridors, exits or in areas normally used, as a means of egress.”

Construction Requirements for Existing Buildings Chapter 46

Section 4603 – Fire Safety Requirements for Existing Buildings

Section 4603.1. Required Construction. Amend Section 4603.1 to read as follows: “4603.1 Required Construction. Existing buildings shall comply as enumerated in Sections 4603.6 through 4603.7.3”

The provisions of this chapter shall not be construed to allow the elimination of fire protection systems or a reduction in the level of fire safety provided in buildings constructed in accordance with previously adopted codes.

Exception: Group U Occupancies.

Table 4603.1 Occupancy and Use Requirements. Delete Table 4603.1 in its entirety.

Section 4603.2 Elevator Operation. Delete Section 4603.2 in its entirety.

Section 4603.3 Vertical Openings. Delete Section 4603.3 in its entirety.

Section 4603.4 Sprinkler Systems. Delete Section 4603.4 in its entirety.

Section 4603.5 Standpipes. Delete Section 4603.5 in its entirety.

Section 4603.6.5 Group R-1. Delete Section 4603.6.5 in its entirety.

Section 4603.6.5.1 Group R-1 Hotel and Motel Manual Fire Alarm System. Delete Section 4605.6.5.1 in its entirety.

Section 4603.6.5.1.1 Group R-1 Hotel and Motel Automatic Smoke Detection System. Delete Section 4603.6.5.1.1 in its entirety.

Section 4603.6.5.2 Group R-1 Boarding and Rooming Houses Manual Fire Alarm System. Delete Section 4603.6.5.2 in its entirety.

Section 4603.6.5.2.1 Group R-1 Boarding and Rooming Houses Automatic Smoke Detection System. Delete Section 4603.6.5.2.1 in its entirety.

Section 4603.6.6 Group R-2. Delete Section 4603.6.6 in its entirety.

Section 4604.23 Egress Path Markings. Delete Section 4604.23 in its entirety.

High Pile Storage Chapter 23

Section 4606. Existing High-Piled Storage Facilities. Create a new Section as follows: "Section 4606 Existing High-Piled Storage Facilities."

Section 4606.1. Scope. This Section is applicable to all high-piled combustible storage in buildings that meet at least one of the following criteria:

1. Any existing building built prior to January 1, 1988, containing the same occupant, original occupant, and utilizing high pile storage defined by the Chapter.
2. Any existing, non-conforming, building utilizing high pile storage, defined by this chapter, in which no official records such as certificate of occupancy, fire department records or similar verifying the occupancy of the current tenant.

Section 4606.2. Storage of Class I-IV and High Hazard Commodities. The storage of class I-IV and high hazard commodities shall meet the provisions of this section as set forth.

Section 4606.2.2. Smoke/Heat Vents/Draft Curtains. Smoke and heat vents shall be provided in accordance with Section 2306.7. When required, a vent area to floor area ratio of 1:200 shall be utilized. Draft curtains, when required, may only be used in non-sprinklered buildings and in accordance with Section 2306.7

Appendix D Fire Apparatus Roads

SECTION D102 – REQUIRED ACCESS

Section D102.1. Access and Loading. Amend Section D102.1 to read as follows:
"D102.1.

Access and Loading. Facilities, buildings or portions of buildings hereafter constructed shall be accessible to fire department apparatus by way of an approved fire apparatus access road with an asphalt, concrete or other approved driving surface capable of supporting the imposed load of fire apparatus weighing at least 75,000 pounds with a minimum single axle weight of 27,000 pounds."

Section D103.1. Access Road Width with a Hydrant. Delete Section D103.1 in its entirety.

Figure D103.1. Dead-End Fire Apparatus Access Road Turnaround. Delete Figure D103.1 and replace with the following:

FIGURE D103.1 MINIMUM DEAD-END FIRE APPARATUS ACCESS ROAD TURNAROUND.

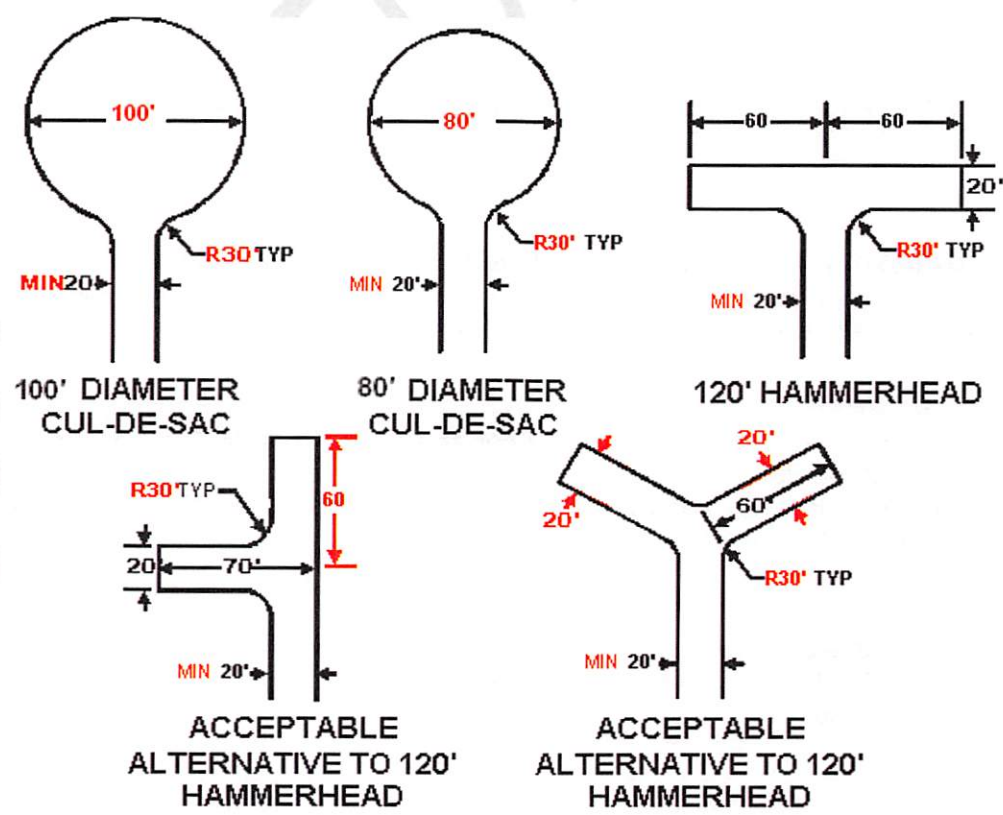


Table D103.4. Requirements for Dead-End Fire Apparatus Access Roads. Delete Table D103.4 and replace with the following:

FIGURE D103.4 MINIMUM REQUIREMENTS FOR DEAD-END FIRE APPARATUS ACCESS ROADS

DEAD-END LENGTH (FEET)	MINIMUM ROAD WIDTH (FEET)	APPROVED TURNAROUND OPTIONS (See Figure D103.1)
0 - 150	20	NONE REQUIRED
151 – 500	20	1) 120-FOOT HAMMERHEAD 2) 60-FOOT "Y" 3) 80- FOOT DIAMETER CUL-DE-SAC FOR DEAD-ENDS WITH CURB AND GUTTER 4) 100-FOOT DIAMETER CUL-DE-SAC FOR DEAD-ENDSWITHOUT CURB AND GUTTER
501 – 750	20	100-FOOTDIAMETER CUL-DE-SAC (ADDITIONAL INTERMEDIATE TURNAROUNDS MAY BE REQUIRED)
OVER 750		SPECIAL AHJ APPROVAL IS REQUIRED

Section D103.6. Signs. Amend Section D103.6 to read as follows: "D103.6. Fire Apparatus Access Road Marking. Where required by the fire code official, fire apparatus access roads shall be marked with permanent NO PARKING – FIRE LANE markings consisting of signage complying with Section D103.8 and/or striping complying with Section D103.7. Approved markings shall be posted on one or both sides of the fire apparatus road as required by Sections D103.6.1 through D103.6.3 (all amended Sections, below)."

Figure D103.6. Fire Lane Signs. Delete Figure D103.6. Fire Lane Signs. See new Figure D103.8.

Section D103.6.1. Roads Less Than 28 Feet in Width. Amend Section D103.6.1 to read as follows: "D103.6.1. Roads Less Than 28 Feet in Width. Fire apparatus access roads less than 28 feet in width shall be posted on both sides as a fire lane."

Section D103.6.2. Roads More Than 28 Feet and Less Than 34 Feet in Width. Amend Section D103.6.2 to read as follows: "D103.6.2. Roads more than 28 feet and less than 34 feet in width. Fire apparatus access roads more than 28 feet and less than 34 feet wide shall be posted on one side of the road as a fire lane."

Section D103.6.3. Roads 34 Feet in Width or Greater. Add a new Section D103.6.3 to read as follows: "D103.6.3. Roads 34 feet in width or greater. Fire apparatus access roads 34 feet in width or greater do not require marking as a fire lane."

Section D103.7. Striping. Add a new Section D103.7 to read as follows: "D103.7. Striping. When striping is used to identify fire apparatus access roads, the striping shall comply with this Section and Figure D103.7. Striping shall consist of painted lines of red traffic paint six inches in width to show the boundaries of the fire lane. The words "NO PARKING FIRE LANE" shall appear in four-inch-high white reflective letters having a 3/4 inch stroke and spacing in 25 feet intervals on the red traffic paint. Striping shall be located along one or both sides of the fire lane as required by Section D103.6. Where a curb is available, the striping shall be on the vertical face of the curb."

Figure D103.7. Fire Lane Striping. Add a new Figure D103.7. Fire Lane Striping. As follows:



Amend the subtitle of Appendix F to read as follows:

"This appendix is adopted for information purposes."

Amend the subtitle of Appendix H to read as follows:

"This appendix is adopted for information purposes."

Amend the subtitle of Appendix I to read as follows:

"This appendix is adopted for information purposes."

Amend the subtitle of Appendix K to read as follows:

"The provisions of this appendix are mandatory and adopted."

Amend the subtitle of Appendix L to read as follows:

"The provisions of this appendix are mandatory and adopted."

Appendix Z Wildland Urban Interface

Create a new Appendix as follow; Section Z Wildland Urban Interface

Section Z101 – General

Section Z101.2. Objective. The objective of this appendix is to develop minimum regulations consistent with nationally recognized good practice for the safeguarding of life and property within the designated Wildland-Urban Interface Zone. Sections within this appendix are intended to mitigate the risk to life and structures from intrusion of fire from Wildland exposures and fire exposures from spreading to Wildland fuels.

Section Z104.1. Grade. Driveways shall not exceed 10 percent grade.

Section Z105 – Signs and Address Markers

Section Z105.1. Residential Structures. The remote address sign for residential structures shall be placed at the driveway entrance. The address numbers shall be visible from both the intended and opposite directions of travel.

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Section Z107.1. Roofing. All structures re-roofed or constructed after the adoption of this code and located within the Wildland-Urban Interface shall be roofed with a Class A roof covering or a Class A roof assembly (solid wood roofing materials, i.e. wood shakes and wood shingles shall not be used).

Section Z107.2. Replacement or Repair of Roof Coverings. The roof covering on buildings or structures in existence prior to the adoption of this section that are replaced or have 25 percent or more replaced in a 12 month period shall be replaced with a Class A roof covering or a Class A roof Assembly (excluding solid wood roofing, i.e. wood shakes and wood shingles).

Section Z108 – Defensible Space Requirement for New Construction

Section Z 108.1. Defensible Space. Structures located in the Wildland-Urban interface area shall be clear of all vegetation by a distance of not less than 10 feet. This distance may be increased by the AHJ, upon reviewing site specific conditions. In addition to the 10 feet of clear space a safety zone of not less than 30 feet in all directions from the structure shall be maintained. The safety zone consists of small brush patches, not exceeding 100 square feet and 15 lineal feet in any direction.

All vegetation shall be placed in a fire safe manner to include pruning limbs located less than 6 feet above ground surface. Adequate thinning shall occur so that trees do not have overlapping limbs.

Tree branches shall not extend over or under roof eaves or decks and shall not be within 15 feet of a wood burning appliance.



TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT

LOCAL AMENDMENTS

INTERNATIONAL FIRE CODE – 2009 2015

December 5, 2012 January , 2020

Chapter 1 – Administration

Chapter 5 – Fire Service Features

Chapter 9 – Fire Protection Systems

~~Chapter 10 – Means of Egress~~

~~Chapter 11 – Construction Requirements for Existing Buildings~~

~~Chapter 14 – Fire Safety During Construction & Demolition~~

Chapter ~~23~~ ~~32~~ – High-Pile Combustible Storage

Chapter ~~30~~ ~~3~~ – ~~Compressed Gas~~ Fire Safety During Construction & Demolition

Chapter ~~46~~ ~~53~~ – ~~Construction Requirements for Existing Buildings~~ ~~Compressed Gas~~

Appendix D – Fire Apparatus Access Roads

~~Appendix E – Hazard Categories~~

Appendix F – Hazard Rankings

~~Appendix G – Cryogenic Fluids – Weight and Volume Equivalents~~

Appendix H – HMMP and HMIS

~~Appendix I – Fire Protection Systems -Noncompliant Conditions~~

~~Appendix J – Emergency Responder Radio Coverage~~

Appendix K – ~~Wildland Urban Interface Requirements~~ ~~Construction Requirements for Existing Ambulatory Care Facilities~~

~~Appendix L – Requirements for Fire Fighter Air Replenishment Systems~~

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~~Appendix Z – Wildland Urban Interface~~

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Administration chapter 1

Section 101 – General

Section 101.1. Title. Amend Section 101.1 by adding the following: These regulations shall be known as the *Fire Code* of the Tri-Lakes Monument Fire Protection District, as applicable, hereinafter referred to as “this code”

Section 101.2.1. Appendices. Delete Section 101.2.1 and replace with the following: 101.2.1 Appendices. In conjunction with the adoption of the 2009 International Fire Code, the above mentioned Authority Having Jurisdiction (AHJ) also adopts Appendixes B, C, D, E, F, G, H, J and K as amended, as part of the provisions and requirements of this code.

Section 102 – Applicability

Section 102.7. Referenced Codes and Standards. Amend Section 102.7 to read as follows: “102.7. Referenced Codes and Standards. The codes and standards referenced in this code shall be those that are listed in Chapter [47.80](#) and such codes and standards shall be considered part of the requirements of this code to the prescribed extent of each such reference. Where differences occur between the provisions of this code and the referenced standards, the provisions of this code shall apply.” The current edition shall become effective on January 1 of the year following the NFPA’s effective date for the standard.

Section 105 – Permits

Section 105.1.4. Permit Fees. Add a new section 105.1.4 to read as follows: “105.1.4 Permit Fees. A permit fee shall be paid to the (AHJ) at a rate established and adjusted by the AHJ Board of Directors. These fees recover costs associated with inspection related activities, such as plan reviews, physical inspections, and associated administrative activities. All permit fees shall be paid directly to the AHJ.”

Fire Service Features chapter 5

Section 505 – Premises Identification

Section 505.1. Address Identification. Amend Section 505.1 as follows: Address Identification shall be per Pikes Peak Regional Building Code 2011, Section RBC312.11 Address Numbers on Buildings.

[Emergency response door addressing of all required doors shall be pursuant to the requirements of the Fire Code Official.](#)

[Exception: The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background.](#)

[Emergency response door addressing is not required on one- and two-family dwellings.](#)

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Section 505.1.1. Suite Numbers. Add a new section 505.1.1 to read as follows: 505.1.1 Suite Numbers. Any area occupied by tenants of a mall or shopping center, the main entrance to which is from the inside of the mall or shopping center, or any area used for other than single-unit or multi-unit residential occupancy that abuts a public courtyard or other public space shall be identified by numbers that are a minimum of four (4) inches in height with no less than one half (1/2) inch stroke so as to be plainly visible and legible from a distance of at least fifty (50) feet from the main entrance to the area."

Section 505.1.2. Addressing of Rear Doors. Add a new section 505.1.2 to read as follows: "505.1.2 Addressing of Rear Doors. The rear entrance or access doors of all malls, strip center, commercial center buildings, and other areas with multi-tenant spaces shall be identified with the appropriate address numbers. The address numbers/letters shall be at least four (4) inches high with a minimum stroke width of one half (1/2) inch. The AHJ may require the installation of address numbers/letters on other locations to prevent confusion in the event of an emergency.

Section 510 Emergency Responder Radio Coverage

Section 510.3. Emergency Responder Radio Coverage in Existing Buildings. Delete Section 510.3 in its entirety.

Fire Protection Systems chapter 9

Section 901- General

Section 901.3.1. Relocation and Additions to Fire Sprinklers in Existing Buildings. Add a new section 901.3.1 to read as follows. "901.3.1 Relocations and Additions to Fire Sprinklers in Existing Buildings:

- 1). Any additions or remodeling to existing commercial sprinkler systems that involve 20 sprinkler heads or less, 5 or less fire alarm devices will not require a permit through the AHJ; however a letter from a PPRBD licensed sprinkler contractor shall be submitted to the AHJ. The letter shall be on the sprinkler contractor's letterhead long with a set of plans. Electronic submittal of the information is authorized.
- 2). This does not apply to spray booths, NFPA 13D or 13R systems, special hazard systems, or other special stipulations previously mandated and required by the AHJ.
- 3). All systems with more than 20 heads or more than 5 fire alarm devices must conform to all local and state standards including plan submittal, permits, and other requirements.

Section 901 .10. Clear Space Around Fire Protection Equipment. Add a new Section 901.10 to read as follows: "901.10 Clear Space Around Fire Protection Equipment. A three (3) foot circumference clear space shall be maintained around all fire protection equipment. This clear space shall include an unobstructed path of travel and access to all fire protection equipment.

Section 904 – Alternative Automatic Fire-Extinguishing Systems

Section 904.12.2.1 Ventilation System Interconnection. Add new Section 904.12.2.2.1 to read as follows: "904.12.2.2.1 Ventilation System Interconnection. Upon activation of the fire suppression systems, the exhaust for the hood shall remain on."

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Section 904.11.6.3.4.1. Ventilation System Interconnection. Commercial-type cooking equipment protected by an automatic carbon dioxide extinguishing system shall be arranged to shut off the ventilation system upon activation. Delete Section 904.12.3.1 in its entirety. Add a new Section 904.11.6.4 to read as follows: "904.11.6.4 Ventilation System Interconnection. Upon activation of the fire suppression systems, the exhaust for the hood shall remain on."

Section 905 – Standpipe Systems

Section 905.3.1. Building Height. Delete all exceptions and Amend Section 905.3.1 to read as follows: "905.3.1 Building Height. Class I automatic wet standpipe system shall be installed throughout buildings where the floor level of the highest story is located more than 30 feet above the lowest level of the fire department vehicle access, or where the floor level of the lowest story is located more than 30 below the highest level of fire department vehicle access."

Exception: "Manual dry standpipes are allowed in open parking garages that are subject to freezing temperatures, provided that the hose connections are located so that all portions of the building are within 30 feet of a nozzle attached to 100 feet of hose."

Section 905.3.4.1. Hose and Cabinet. Delete Section 905.3.4.1 in its entirety.

Section 905.4. Location of Class I Standpipe Hose Connections. Amend Section 905.4 Location of Class I Standpipe Hose Connections, by adding an exception to subsection number 1, to read as follows:

1. In every required stairway, a hose connection shall be provided for each floor level above or below grade. Hose connections shall be located at an intermediate floor level landing between floors, unless otherwise approved by the fire code official.

Exception: When stairways are constructed with a vestibule in accordance with the International Building Code, the hose connection shall be installed inside the floor level vestibule, not in the stairway.

Section 907 – Fire Alarm and Detection Systems

Section 907.2.6.2.1. Alternative Designs. Add a new Section 907.2.6.2.1 to read as follows:

"907.2.6.2.1 Alternative Design. As an alternative design, addressable system smoke detectors may be used in patient rooms. In such case, a visual notification in the corridor shall not be required and the patient room detector shall initiate the building alarm. A remote Annunciator shall be located at the respective nurse's station."

Section 907.2.8.3. Smoke Alarms. Amend Section 907.2.8.3 to read as follows: "907.2.8.3 Smoke Alarms. Single and multiple station smoke alarms shall be installed in accordance with Section 907.2.11. Smoke alarms provided in guest rooms may be annunciated at the fire alarm control panel as supervisory only."

Section 907.2.9.2. Smoke Alarms. Amend Section 907.2.9.2 to read as follows: "907.2.9.2. Smoke Alarms single and multiple station smoke alarms shall be installed in accordance with Section 907.2.11. Smoke alarms provided in guest rooms may be annunciated at the fire alarm control panel as supervisory only."

Section 910 – Smoke and Heat Vents

Section 910.1. General. Amend Section 910.1 by deleting number 2.

Section 910.3.2.2. Sprinklered Buildings. Amend Section 910.3.2.2 to read as follows: "910.3.2.2 Sprinklered Buildings. Where installed in buildings equipped with an approved automatic sprinkler system, smoke and heat vents shall be designed to operate automatically by activation of a heat-responsive device rated at least 100 degrees above the operating temperature of the fire sprinkler heads in the immediate vicinity of the vent. Vents shall also be manually operable from the exterior by an approved means."

Section 912 – Fire Department Connections

~~Section 912.1.1. Indicating Device.~~ Add a new Section 912.1.1 to read as follows: "912.1.1 indicating Device. A listed horn and strobe, activated by the sprinkler water-flow switch, shall be located within 20 feet of the FDC, and shall be highly visible to emergency responders along their normally anticipated arrival route."

a **Section 912.1.2. Inlets.** Add a new Section 912.1.2 to read as follows: "912.1.2 Inlets. There shall be minimum of one 2.5" connection for every 250 gallons per minute (GPM) of system demand."

Section 912.1.3. Multiple Fire Department Connections. Add a new Section 912.1.3 to read as follows: "912.1.3 Multiple Fire Department Connections (FDC's). When demand of sprinkler system exceeds 1500 GPM's, additional FDC's shall be provided and located as specified by the fire code official. Multiple FDC's shall be of equal capacity."

~~Section 912.1.1. Indicating Device.~~ Add a new Section 912.2.1.1 to read as follows: "912.2.1.1 indicating Device. A listed horn and strobe, activated by the sprinkler water-flow switch, shall be located within 20 feet of the FDC, and shall be highly visible to emergency responders along their normally anticipated arrival route."

Means of Egress Chapter 10

Section 1029—Emergency Escape and Rescue

~~Section 1029.6. Emergency Escape Openings Below Horizontal Projections.~~ Add a new Section 1029.6 to read as follows: "1029.6 Emergency Escape Openings Below Horizontal Projections. Emergency

escape openings may be located below decks, porches, cantilevers and similar horizontal projections provided one of the following exists:

1. The location of the projection allows the emergency escape opening to be fully opened and provides a path not less than 36 inches in height and width to a yard or court.
2. The minimum horizontal area of 9 square feet is provided clear of the projection and the horizontal projection of the operable portion of the egress window and ladder, if required, remain clear of the projection."

Fire Safety During Construction & Demolition Chapter 14

Section 1402 – Definitions

Section 1402.1. Temporary Fire Access Road. Add a new section 1402.2 to read as follows:—"1402.2 Temporary Fire Access Road. Temporary access roads shall be an ~~all-weather~~all-weather surface comprised of either the first lift of asphalt or concrete and/or compacted gravel to a thickness capable of supporting the imposed loads of fire department apparatus. A ~~20-foot~~20-foot minimum width shall be maintained unless the permanent road is designed less than 20 feet, in which case the temporary road shall be the intended width of the permanent road. Adequate street signs and fire lane signs shall be installed where applicable. Temporary access roads must be maintained in accordance with this section. Temporary roads serving as fire lanes shall not be in place more than 6 months without special approval from the fire district."

Compressed Gas Chapter 30

Section 3003 – General Requirements

Section 3003.7.12. Location. Add a new Section 3003.7.12 to read as follows:—"3003.7.12 Location. Portable or manifold cylinders located inside of a building shall be stored in a well-ventilated, dry location at least 20 feet from combustible material and at least 10 feet from elevators, stairways, corridors, exits or in areas normally used, as a means of egress."

Construction Requirements for Existing Buildings Chapter 46

Section 4603 – Fire Safety Requirements for Existing Buildings

Section 4603.1. Required Construction. Amend Section 4603.1 to read as follows:—"4603.1 Required Construction. Existing buildings shall comply as enumerated in Sections 4603.6 through 4603.7.3"

The provisions of this chapter shall not be construed to allow the elimination of fire protection systems or a reduction in the level of fire safety provided in buildings constructed in accordance with previously adopted codes.

Exception: Group U Occupancies.

Table 4603.1 Occupancy and Use Requirements. Delete Table 4603.1 in its entirety.

Section 4603.2 Elevator Operation. Delete Section 4603.2 in its entirety.

Section 4603.3 Vertical Openings. Delete Section 4603.3 in its entirety.

Section 4603.4 Sprinkler Systems. Delete Section 4603.4 in its entirety.

Section 4603.5 Standpipes. Delete Section 4603.5 in its entirety.

Section 4603.6.5 Group R-1. Delete Section 4603.6.5 in its entirety.

Section 4603.6.5.1 Group R-1 Hotel and Motel Manual Fire Alarm System. Delete Section 4603.6.5.1 in its entirety.

Section 4603.6.5.1.1 Group R-1 Hotel and Motel Automatic Smoke Detection System. Delete Section 4603.6.5.1.1 in its entirety.

Section 4603.6.5.2 Group R-1 Boarding and Rooming Houses Manual Fire Alarm System. Delete Section 4603.6.5.2 in its entirety.

Section 4603.6.5.2.1 Group R-1 Boarding and Rooming Houses Automatic Smoke Detection System. Delete Section 4603.6.5.2.1 in its entirety.

Section 4603.6.6 Group R-2. Delete Section 4603.6.6 in its entirety.

Section 4604.23 Egress Path Markings. Delete Section 4604.23 in its entirety.

High Pile Storage Chapter 23

Section 4606. Existing High-Piled Storage Facilities. Create a new Section as follows: “Section 4606 Existing High-Piled Storage Facilities.”

Section 4606.1. Scope. This Section is applicable to all high-piled combustible storage in buildings that meet at least one of the following criteria:

1. Any existing building built prior to January 1, 1988, containing the same occupant, original occupant, and utilizing high pile storage defined by the Chapter.
2. Any existing, non-conforming, building utilizing high pile storage, defined by this chapter, in which no official records such as certificate of occupancy, fire department records or similar verifying the occupancy of the current tenant.

Section 4606.2. Storage of Class I-IV and High Hazard Commodities. The storage of class I-IV and high hazard commodities shall meet the provisions of this section as set forth.

Section 4606.2.2. Smoke/Heat Vents/Draft Curtains. Smoke and heat vents shall be provided in accordance with Section 2306.7. When required, a vent area to floor area ratio of 1:200 shall be utilized.

Draft curtains, when required, may only be used in non-sprinklered buildings and in accordance with Section 2306.7

Appendix D Fire Apparatus Roads

SECTION D102 – REQUIRED ACCESS

Section D102.1. Access and Loading. Amend Section D102.1 to read as follows:
"D102.1.

Access and Loading. Facilities, buildings or portions of buildings hereafter constructed shall be accessible to fire department apparatus by way of an approved fire apparatus access road with an asphalt, concrete or other approved driving surface capable of supporting the imposed load of fire apparatus weighing at least 75,000 pounds with a minimum single axle weight of 27,000 pounds."

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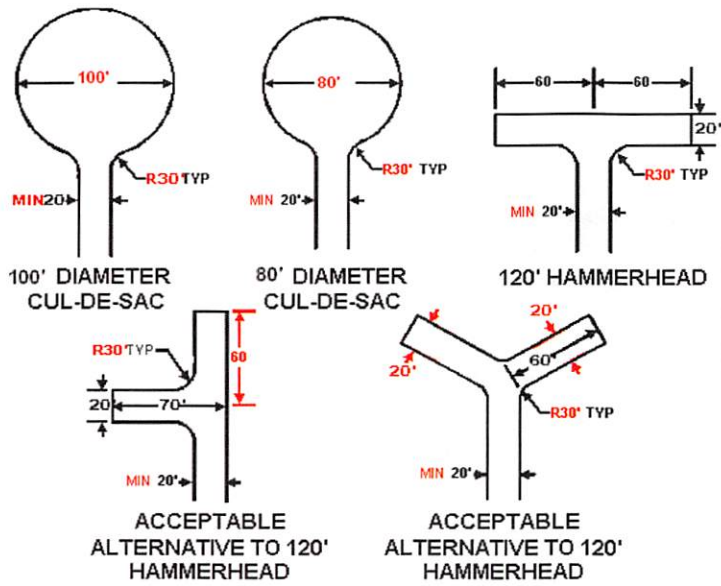


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Figure D103.7. Fire Lane Striping. Add a new Figure D103.7. Fire Lane Striping. As follows:



Amend the subtitle of Appendix [EF](#) to read as follows:

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Amend the subtitle of Appendix [FH](#) to read as follows:

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Amend the subtitle of Appendix [GI](#) to read as follows:

"This appendix is adopted for information purposes."

Amend the subtitle of Appendix [HK](#) to read as follows:

"The provisions of this appendix are mandatory and adopted."

Amend the subtitle of Appendix JL to read as follows:

"The provisions of this appendix are mandatory and adopted."

Appendix Z Wildland Urban Interface

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Tree branches shall not extend over or under roof eaves or decks and shall not be within 15 feet of a wood burning appliance.

TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT

16055 Old Forest Point, Suite 103

Monument, CO 80132

Bus: (719) 484-0911 Fax (719) 481-3456



Christopher Truty, Fire Chief

MEMO

TO: BOARD OF DIRECTORS

FROM: J. MARTIN

DATE: FEBRUARY 14, 2020

RE: AMBULANCE BILLING ADJUSTMENT REQUEST POLICY

To ensure that the District adheres to all laws applicable of Medicare and other federal healthcare programs, the District must have a policy on handling ambulance billing adjustment requests, i.e. discounts or waivers of our fees. A draft policy (attached) is being submitted for Board approval.

It is recommended that the policy reflect actual practices. Currently the District does not accept any discounts because regular discounts and waivers could affect our revenue stream. Our cost per trip may appear high, but the cost of EMS operations is higher. (Current base rates we charge for EMS system are approximately \$1,500. The Colorado EMS Supplemental System estimates our average EMS expense on transports is \$3,693.)

Currently, requests by insurance companies to reduce patient bills are denied. Should a patient request a reduction on their bill, they must submit in writing either to the billing company or to the District a hardship letter within 30 days of the invoice date. In order for a patient to be considered for a hardship adjustment on their bill, they must submit a copy of a 'charity' discount they will have received from the hospital. The District will then match the percentage the hospital wrote off on the patients bill with the ambulance transport bill. For example, 50% off a hospital bill would equate to 50% off the ambulance transport bill.

Daily, the District takes calls by patients asking for a reduction in their bill. Since the billing company "balance bills", many do not want to pay what their insurance does not pay. For example: a patient's bill may be \$1,200. The insurance pays \$600, but the patient must pay the additional \$600. In those cases, the patient is asked to set up an interest free payment plan with the billing company.

With Medicare patients, we can't collect any more than the rates set on the published Medicare Fee Schedule. Medicare pays 80% of the fee schedule and the rest is paid by the patient's supplemental insurance or by the patient as their co-pay. Medicare patients already get the benefit of the lower fee schedule which is lower reimbursement to us, so it is not recommended by our billing company to adjust Medicare co-pays.

Here is the District's payor mix based on patient numbers as of the end of 2019:

- 49% Medicare

EXCELLENCE

INTEGRITY

LOYALTY

RESPECT

SERVICE

TRI-LAKES MONUMENT FIRE PROTECTION DISTRICT

16055 Old Forest Point, Suite 103

Monument, CO 80132

Bus: (719) 484-0911 Fax (719) 481-3456



Christopher Truty, Fire Chief

- 12% Medicaid
- 27% Commercial insurance
- 10% Self pay
- 2% Auto Insurance

With regards to the policy, the proposal is that the District may reduce or waive patient responsibility for an employee and their immediate family (defined as spouse or child that lives with the employee), a current Board Director and spouse, or a patient that has a proven financial hardship.

The draft policy is being submitted for Board approval,

Respectfully submitted,

Ambulance Billing Adjustment Requests.

318.1 PURPOSE

The purpose of this policy is to objectively evaluate the financial ability of patients to make payments for their ambulance services, and make appropriate decisions as to when a hardship reduction or waiver may be appropriate.

318.2 DEFINITIONS

Employee - Paid staff member of the District

Employee immediate family - Employee, employee's spouse, employee's children (covered children who live with the employee)

Board Director and spouse - current Board Director for the District

Medically necessary - the condition in which the transport of the patient by any means other than an ambulance is not recommended. (Claims may not be paid by insurance providers if the transport is not deemed medically necessary. The bill would then be the patient's responsibility in full.)

318.3 POLICY

Write-offs, waivers of payments, and any other discount will be made on a discretionary case by case basis, taking such considerations as financial hardship and ability to pay into account.

Billing the patient and attempts to collect co-payment and deductible amounts (after insurance has paid) from the patient may be waived in the following circumstances:

- The District may reduce patient responsibility for an employee, an employee's immediate family member or a member of the Board of Directors to include his/her spouse.
- The patient has a financial hardship
- The District may charge the patient the Medicare rate, if Medicare eligible, and Medicare denies claims that are not medically necessary.

318.4 PROCEDURE

Patients will be billed promptly for any balance including legally required cost sharing amounts.

Request for adjustment may be submitted in writing to either the billing company or to the District. Adjustment requests must be submitted within 30 days of patient invoice date.

318.4.1 HARDSHIP REVIEWS

A hardship review applies to any individual that incurred an ambulance bill from the District and is in a situation that puts them in a difficult situation if required to pay the bill. In order for the individual to be considered for a hardship review, the patient must have received a charity discount from the hospital they were transported to. and provide a copy of the hospital bill documenting the discount. If approved, the District will only make an adjustment that matches the hospital's charity discount.

Tri-Lakes Monument Fire Protection District

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Ambulance Billing Adjustment Requests.

The billing company will need to verify the patient and or the patient's representative following HIPAA guidelines. If the patient is unable to be present, the patient's representative must provide documentation explaining the reason why before they may discuss the patient or their bill. This may include:

- Certificate of death
- Court documents
- Power of Attorney

The billing company will have 10 business days to review the request once received and respond to the requestor.

If a financial hardship does not apply, the patient is required to make routine installments of \$10 minimum a month on their account. If promised payments are not made with 120 days of no communication to the billing company from the date of invoice, the patient may be referred to a collection agency.