



**ESTES VALLEY FIRE  
PROTECTION DISTRICT**

**2012 BUDGET  
January 9, 2012**

## **Mission Statements**

*“The Mission of the Estes Valley Fire Protection District is to provide the citizens of and visitors to the Estes Valley with superior fire prevention, fire protection and emergency services in a safe and efficient manner.”*

*“The Mission of the Board of Directors of the Estes Valley Fire Protection District is to establish policy, goals, strategies and financial leadership that are the foundation for the long-term.”*

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# ESTES VALLEY FIRE PROTECTION DISTRICT

*Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services*

November 1, 2011

Board of Directors and Citizens  
Estes Valley Fire Protection District  
Town of Estes Park and Larimer County

Dear Board and Citizens:

2011 was a year of growth in our organization. Not only in personnel, as we hired the first Fire Marshal in our area for the District, but also in increasing our capital reserves and our vehicle replacement fund. With the help of Board Treasurer Bud Duryea, we have been able to invest some of our reserve funds to gain the best return possible in this unsettled market.

This was also the year we brought the 2009 International Fire Code to our community. Adoption of a fire code has been a personal goal of mine for ten years and I know it was also a goal of our previous fire chiefs. The Estes Valley Fire Protection District Board of Directors should be commended for their dedication, wisdom, and vision for improving fire safety in our community with such a bold step. The code adoption process also included ratification from the Larimer County Commissioners and Town Board for Estes Park, whose support was not only imperative but greatly appreciated.

The adoption of fire codes required hiring a full time Fire Marshal to interpret and administer the codes. After a long hiring process which included candidates from many other states, the hiring committee recommended Tim Spears for the position. After my interview with Tim it was obvious he was the right person for this position. Tim comes to us from Council Bluffs, Iowa where he was a Deputy State Fire Marshal. We welcomed Tim on his first day on August 31, 2011. Since then, Tim has been very busy with plan and development reviews, inspections, and fire prevention efforts.

This spring the Board realized the need for an additional vehicle that could be used to transport personnel to trainings, used for wildland fire response, and could also be used by the Fire Marshal in the course of his duties. We purchased a 2012 Ford F250 super-crew pickup truck with the assistance of the Town of Estes Park's fleet maintenance supervisor Dave Mahany. This vehicle was purchased with funds from the vehicle replacement fund.

The Board continues to work on the strategic plan to provide a roadmap for the District and the services in the future. There are no new apparatus or fire stations included in the 2012 budget. However, we continue to monitor the growth of the community and its needs and will make purchases as the Board deems appropriate to accomplish the District's mission.



## ESTES VALLEY FIRE PROTECTION DISTRICT

*Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services*

The projected revenues from property tax are estimated to decrease by 2% in 2012. This is a result of property valuations decreasing by 2% in our area. Compared to other communities, this was a very modest decrease. We conservatively held the sales tax revenues from the Town of Estes Park at the 2011 level due to the uncertainty of the tourist season.

The Board and staff continue to support the volunteer firefighters through the budget process with funding of the Length of Service Award Program (LOSAP), Firefighters Pension fund, call reimbursement program, shift incentive program, and a direct contribution to the Estes Park Volunteer Fire Department. We have also applied for a \$73,000.00 Assistance to Firefighters grant to improve our training facility with the addition of a propane prop and flammable liquids prop.

It is an honor to lead an organization made up of dedicated volunteers, staff, and a visionary Board. We continually strive to provide quality professional fire and rescue services that our community deserves and look for ways to improve and ensure the financial stability of the District.

Sincerely,

Scott Dorman, Fire Chief  
Estes Valley Fire Protection District

SD/cb



Accountant's Compilation Report

Board of Directors  
Estes Valley Fire Protection District  
Larimer County, Colorado

We have compiled the accompanying forecasted budget of revenues, expenditures and fund balances of the Estes Valley Fire Protection District for the General Fund, Capital Reserve Fund and Pension Fund for the year ending December 31, 2012, including the forecasted estimate of comparative information for the year ending December 31, 2011, in accordance with attestation standards established by the American Institute of Certified Public Accountants. A compilation is limited to presenting, in the form of a forecast, information that is the representation of management and does not include evaluation of the support for the assumptions underlying the forecast. We have not audited or reviewed the forecast and, accordingly, do not express an opinion or any other form of assurance about whether the accompanying budget of revenues, expenditures and fund balances or assumptions are in accordance with accounting principles generally accepted in the United States of America. Furthermore, there will usually be differences between the forecasted and actual results because events and circumstances frequently do not occur as expected, and those differences may be material. We have no responsibility to update this report for events and circumstances occurring after the date of this report.

Management is responsible for the preparation and fair presentation of the forecast in accordance with accounting principles generally accepted in the United States of America, and for designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the forecast.

The actual historical information for the year 2010 is presented for comparative purposes only. Such information is taken from the audit report of the District for the year ended December 31, 2010 as prepared by Bondi & Co. LLC, dated April 16, 2011, wherein an unqualified opinion was expressed.

Management has elected to omit the summary of significant accounting policies required by the guidelines for presentation of a forecast established by the American Institute of Certified Public Accountants. If the omitted disclosures were included in the forecast, they might influence the user's conclusions about the District's results of operations for the forecasted periods. Accordingly, this forecast is not designed for those who are not informed about such matters.

We are not independent with respect to the Estes Valley Fire Protection District.

*CliftonLarsonAllen LLP*

Greenwood Village, Colorado  
January 9, 2012

**ESTES VALLEY FIRE PROTECTION DISTRICT  
SUMMARY  
FORECASTED 2012 BUDGET AS ADOPTED  
WITH 2010 ACTUAL AND 2011 ESTIMATED  
For the Years Ended and Ending December 31,**

1/9/2012

	ACTUAL 2010	ESTIMATED 2011	ADOPTED 2012
BEGINNING FUND BALANCES	\$ 3,109	\$ 357,124	\$ 776,331
<b>REVENUES</b>			
1 Property taxes	587,175	591,917	579,675
2 Specific ownership taxes	38,992	38,000	38,000
3 Net investment income	3,785	2,722	2,400
4 Other income	3,521	5,632	1,900
5 Sales tax - Town of Estes Park	490,497	498,750	504,000
6 Charges for services	18,573	-	-
7 Grants - Federal, State and Local	52,231	3,509	73,388
8 Contributions and donations	3,050	-	50
9 Southwick Distribution	-	216,775	-
10 Property tax penalties/interest	-	2,400	1,500
11 CSFS reimbursement	-	21,261	10,000
Total revenues	<u>1,197,824</u>	<u>1,380,966</u>	<u>1,210,913</u>
<b>TRANSFERS IN</b>			
Total funds available	<u>100,334</u>	<u>201,969</u>	<u>155,786</u>
Total funds available	<u>1,301,267</u>	<u>1,940,059</u>	<u>2,143,030</u>
<b>EXPENDITURES</b>			
12 General and administration			
13 Capital outlay	-	68,000	-
14 Contingency	-	3,104	10,000
15 Employee benefits	91,098	119,331	142,936
16 Firefighter recruitment	-	1,500	4,000
17 Fuels mitigation	-	4,000	8,000
18 Insurance premiums	12,604	16,800	16,265
19 Job performance expenses	51,009	56,867	57,459
20 Materials and supplies	41,554	31,482	94,540
21 Pension expense	93,835	104,248	80,000
22 Personnel services/salaries	209,990	256,562	299,982
23 Professional services/fees	77,139	104,122	128,037
24 Publication fees	138	600	600
25 Repair and maintenance	90,759	121,000	108,022
26 Transfer to Pension Fund	-	6,190	-
27 Utilities	11,963	17,953	18,202
28 Volunteer fire department expense	50,000	50,000	40,000
29 Debt service			
30 Organizational loan repayment	39,000	-	-
31 Capital projects			
32 Capital outlay	74,720	-	-
33 Southwick project	-	-	216,775
Total expenditures	<u>843,809</u>	<u>961,759</u>	<u>1,224,818</u>
<b>TRANSFERS OUT</b>			
Total expenditures and transfers out requiring appropriation	<u>100,334</u>	<u>201,969</u>	<u>155,786</u>
Total expenditures and transfers out requiring appropriation	<u>944,143</u>	<u>1,163,728</u>	<u>1,380,604</u>
ENDING FUND BALANCES	<u>\$ 357,124</u>	<u>\$ 776,331</u>	<u>\$ 762,426</u>
TABOR RESERVE	\$ 33,957	\$ 41,400	\$ 36,300
LOSAP	41,993	86,458	122,473
OPERATING RESERVE	-	252,933	36,158
UNDESIGNATED	180,840	91,715	106,684
CAPITAL PROJECTS	100,334	303,825	460,811
TOTAL RESERVE	<u>\$ 357,124</u>	<u>\$ 776,331</u>	<u>\$ 762,426</u>

This financial information should be read only in connection with the accompanying accountant's compilation report and summary of significant assumptions.

**ESTES VALLEY FIRE PROTECTION DISTRICT**  
**PROPERTY TAX SUMMARY INFORMATION**  
**For the Years Ended and Ending December 31,**

1/9/2012

	ACTUAL 2010	ESTIMATED 2011	ADOPTED 2012
<b>ASSESSED VALUATION - LARIMER</b>			
Residential	\$ 183,330,210	\$ 184,983,780	\$ 179,967,870
Commercial	83,996,050	83,578,720	84,069,810
Industrial	861,680	826,950	803,900
Agricultural	102,120	93,330	94,160
Vacant Land	36,425,820	33,953,650	32,214,180
State Assessed	-	110,520	119,070
Certified Assessed Value	<u>\$ 304,715,880</u>	<u>\$ 303,546,950</u>	<u>\$ 297,268,990</u>
<b>MILL LEVY</b>			
GENERAL FUND	1.950	1.950	1.950
Total Mill Levy	<u>1.950</u>	<u>1.950</u>	<u>1.950</u>
<b>PROPERTY TAXES</b>			
GENERAL FUND	\$ 594,196	\$ 591,917	\$ 579,675
Levied property taxes	594,196	591,917	579,675
Adjustments to actual/rounding	(7,021)	-	-
Budgeted Property Taxes	<u>\$ 587,175</u>	<u>\$ 591,917</u>	<u>\$ 579,675</u>
<b>BUDGETED PROPERTY TAXES</b>			
GENERAL FUND	\$ 587,175	\$ 591,917	\$ 579,675
	<u>\$ 587,175</u>	<u>\$ 591,917</u>	<u>\$ 579,675</u>

This financial information should be read only in connection with the accompanying accountant's compilation report and summary of significant assumptions.

**ESTES VALLEY FIRE PROTECTION DISTRICT  
GENERAL FUND  
FORECASTED 2012 BUDGET AS ADOPTED  
WITH 2010 ACTUAL AND 2011 ESTIMATED  
For the Years Ended and Ending December 31,**

1/9/2012

	ACTUAL 2010	ESTIMATED 2011	ADOPTED 2012
BEGINNING FUND BALANCES	\$ 3,109	\$ 256,790	\$ 472,506
<b>REVENUES</b>			
1 Property taxes	587,175	591,917	579,675
2 Specific ownership taxes	38,992	38,000	38,000
3 Net investment income	3,785	1,200	1,200
4 Other income	3,521	5,632	1,900
5 Sales tax - Town of Estes Park	490,497	498,750	504,000
6 Charges for services	18,573	-	-
7 Grants - Federal, State and Local	52,231	3,509	73,388
8 Contributions and donations	3,050	-	50
9 Southwick Distribution	-	216,775	-
10 Property tax penalties/interest	-	2,400	1,500
11 CSFS reimbursement	-	21,261	10,000
Total revenues	<u>1,197,824</u>	<u>1,379,444</u>	<u>1,209,713</u>
Total funds available	<u>1,200,933</u>	<u>1,636,234</u>	<u>1,682,219</u>
<b>EXPENDITURES</b>			
General and administration			
12 Capital outlay	-	68,000	-
13 Contingency	-	3,104	10,000
14 Employee benefits	91,098	119,331	142,936
15 Firefighter recruitment	-	1,500	4,000
16 Fuels mitigation	-	4,000	8,000
17 Insurance premiums	12,604	16,800	16,265
18 Job performance expenses	51,009	56,867	57,459
19 Materials and supplies	41,554	31,482	94,540
20 Pension expense	93,835	104,248	80,000
21 Personnel services/salaries	209,990	256,562	299,982
22 Professional services/fees	77,139	104,122	128,037
23 Publication fees	138	600	600
24 Repair and maintenance	90,759	121,000	108,022
25 Transfer to Pension Fund	-	6,190	-
26 Utilities	11,963	17,953	18,202
27 Volunteer fire department expense	50,000	50,000	40,000
Debt Service			
28 Organizational loan repayment	39,000	-	-
Capital projects			
29 Capital outlay	74,720	-	-
30 Southwick project	-	-	216,775
Total expenditures	<u>843,809</u>	<u>961,759</u>	<u>1,224,818</u>
<b>TRANSFERS OUT</b>			
CAPITAL RESERVE FUND			
Total transfers out	<u>100,334</u>	<u>201,969</u>	<u>155,786</u>
Total expenditures and transfers out requiring appropriation	<u>944,143</u>	<u>1,163,728</u>	<u>1,380,604</u>
ENDING FUND BALANCES	<u>\$ 256,790</u>	<u>\$ 472,506</u>	<u>\$ 301,615</u>
TABOR RESERVE	\$ 33,957	\$ 41,400	\$ 36,300
LOSAP	41,993	86,458	122,473
OPERATING RESERVE	-	252,933	36,158
UNDESIGNATED	180,840	91,715	106,684
TOTAL RESERVE	<u>\$ 256,790</u>	<u>\$ 472,506</u>	<u>\$ 301,615</u>

This financial information should be read only in connection with the accompanying accountant's compilation report and summary of significant assumptions.

**ESTES VALLEY FIRE PROTECTION DISTRICT  
 CAPITAL RESERVE FUND  
 FORECASTED 2012 BUDGET AS ADOPTED  
 WITH 2010 ACTUAL AND 2011 ESTIMATED  
 For the Years Ended and Ending December 31,**

1/9/2012

	ACTUAL 2010	ESTIMATED 2011	ADOPTED 2012
BEGINNING FUND BALANCES	\$ -	\$ 100,334	\$ 303,825
REVENUES			
1 Net investment income	-	1,522	1,200
Total revenues	<u>-</u>	<u>1,522</u>	<u>1,200</u>
TRANSFERS IN			
GENERAL FUND	100,334	201,969	155,786
Total transfers in	<u>100,334</u>	<u>201,969</u>	<u>155,786</u>
Total funds available	<u>100,334</u>	<u>303,825</u>	<u>460,811</u>
EXPENDITURES			
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures and transfers out requiring appropriation	<u>-</u>	<u>-</u>	<u>-</u>
ENDING FUND BALANCES	<u>\$ 100,334</u>	<u>\$ 303,825</u>	<u>\$ 460,811</u>
CAPITAL PROJECTS	<u>\$ 100,334</u>	<u>\$ 303,825</u>	<u>\$ 460,811</u>
TOTAL RESERVE	<u>\$ 100,334</u>	<u>\$ 303,825</u>	<u>\$ 460,811</u>

This financial information should be read only in connection with the accompanying accountant's compilation report and summary of significant assumptions.

**ESTES VALLEY FIRE PROTECTION DISTRICT  
PENSION FUND  
FORECASTED 2012 BUDGET AS ADOPTED  
WITH 2010 ACTUAL AND 2011 ESTIMATED  
For the Years Ended and Ending December 31,**

1/9/2012

	ACTUAL 2010	ESTIMATED 2011	ADOPTED 2012
BEGINNING FUND BALANCES	\$ 1,245,769	\$ 1,375,521	\$ 1,430,094
<b>REVENUES</b>			
1 Net investment income	125,103	38,161	40,060
2 EVFPD contribution	93,835	104,248	80,000
3 State participation contribution	52,298	52,298	52,298
4 Transfer from General Fund	-	6,190	-
Total revenues	<u>271,236</u>	<u>200,897</u>	<u>172,358</u>
Total funds available	<u>1,517,005</u>	<u>1,576,418</u>	<u>1,602,452</u>
<b>EXPENDITURES</b>			
Pension Fund			
5 Accounting	-	-	2,400
6 Acturial study	-	6,190	-
7 Audit	-	-	3,000
8 HR services	-	-	700
9 Investment fees	14,116	13,674	12,000
10 Legal	-	-	200
11 Miscellaneous	-	-	100
12 Office supplies	-	-	200
13 Postage	-	-	300
14 Regular staff	-	-	500
15 Retiree benefit payments	127,368	125,660	122,640
16 Retiree death benefit	-	800	800
Total expenditures	<u>141,484</u>	<u>146,324</u>	<u>142,840</u>
Total expenditures and transfers out requiring appropriation	<u>141,484</u>	<u>146,324</u>	<u>142,840</u>
ENDING FUND BALANCES	<u>\$ 1,375,521</u>	<u>\$ 1,430,094</u>	<u>\$ 1,459,612</u>

This financial information should be read only in connection with the accompanying accountant's compilation report and summary of significant assumptions.

**ESTES VALLEY FIRE PROTECTION DISTRICT  
2012 BUDGET  
SUMMARY OF SIGNIFICANT ASSUMPTIONS  
Services Provided**

The Estes Valley Fire Protection District (District), a quasi-municipal corporation and political subdivision of the State of Colorado, was organized by order and decree of the District Court for Larimer County on November 17, 2009 and is governed pursuant to provisions of the Colorado Special District Act (Title 32, Article 1, Colorado Revised Statutes). The District was established to provide fire protection services, fire suppression, and rescue services in the Town of Estes Park (Town) and surrounding areas of unincorporated Larimer County. Prior to the organization of the District, fire protection services were provided by the Town.

The District follows the Governmental Accounting Standards Board (GASB) accounting pronouncements which provide guidance for determining which governmental activities, organizations and functions should be included within the financial reporting entity. GASB pronouncements set forth the financial accountability of a governmental organization's elected governing body as the basic criterion for including a possible component governmental organization in a primary government's legal entity. Financial accountability includes, but is not limited to, appointment of a voting majority of the organization's governing body, ability to impose its will on the organization, a potential for the organization to provide specific financial benefits or burdens and fiscal dependency.

The District is not financially accountable for any other organization, including a volunteer organization, Estes Park Volunteer Fire Department, which provides services for the District, but is not under the control of the District's Board of Directors. The District is not a component unit of any other primary governmental entity, including the Town of Estes Park.

The District also budgets for the Volunteer Pension Fund, a fiduciary fund, which is used to account for assets held by the District in the capacity of trustee for its volunteer firefighter's pension plan.

The District prepares its budget on the modified accrual basis of accounting.

**Revenue**

**Property Taxes**

Property taxes are levied by the District's Board of Directors. The levy is based on assessed valuations determined by the Larimer County (County) Assessor generally as of January 1 of each year. The levy is normally set by December 15 by certification to the County Commissioners to put the tax lien on the individual properties as of January 1 of the following year. The County Treasurer collects the determined taxes during the ensuing calendar year. The taxes are payable by April or if in equal installments, at the taxpayer's election, in February and June. Delinquent taxpayers are notified in August and generally sales of the tax liens on delinquent properties are held in November or December. The County Treasurer remits the taxes collected monthly to the District.

**ESTES VALLEY FIRE PROTECTION DISTRICT  
2012 BUDGET  
SUMMARY OF SIGNIFICANT ASSUMPTIONS**

The calculation of the taxes levied is displayed on page 8 of the Budget at the adopted mill levy of 1.950 mills.

**Specific Ownership Taxes**

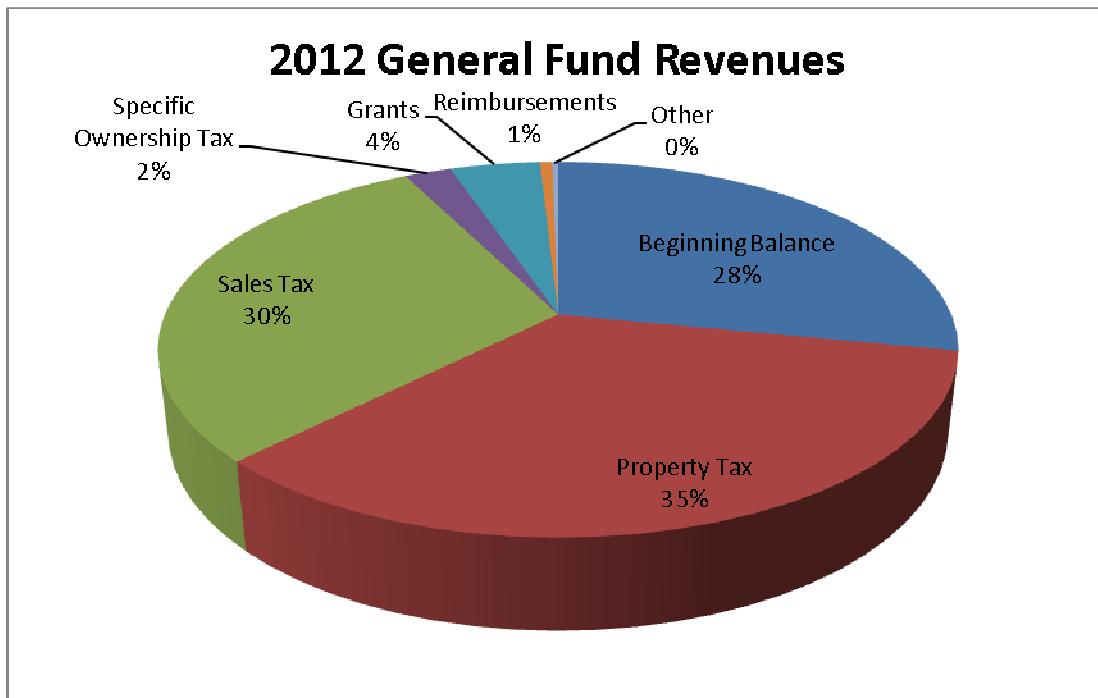
Specific ownership taxes are set by the State and collected by the County Treasurer, primarily on vehicle licensing within the County as a whole. The specific ownership taxes are allocated by the County Treasurer to all taxing entities within the County. The forecast assumes that the District's share will be equal to approximately 6.5% of the property taxes collected by the General Fund.

**Agreement with Town of Estes Park – Sales Taxes**

Based on a sales tax sharing agreement between the Town of Estes Park and the District, the Town of Estes Park will remit to the District 7% of the Sales Tax collected by the Town.

**Net Investment Income**

Interest earned on the District's available funds has been estimated using an average interest rate of approximately 0.5%.

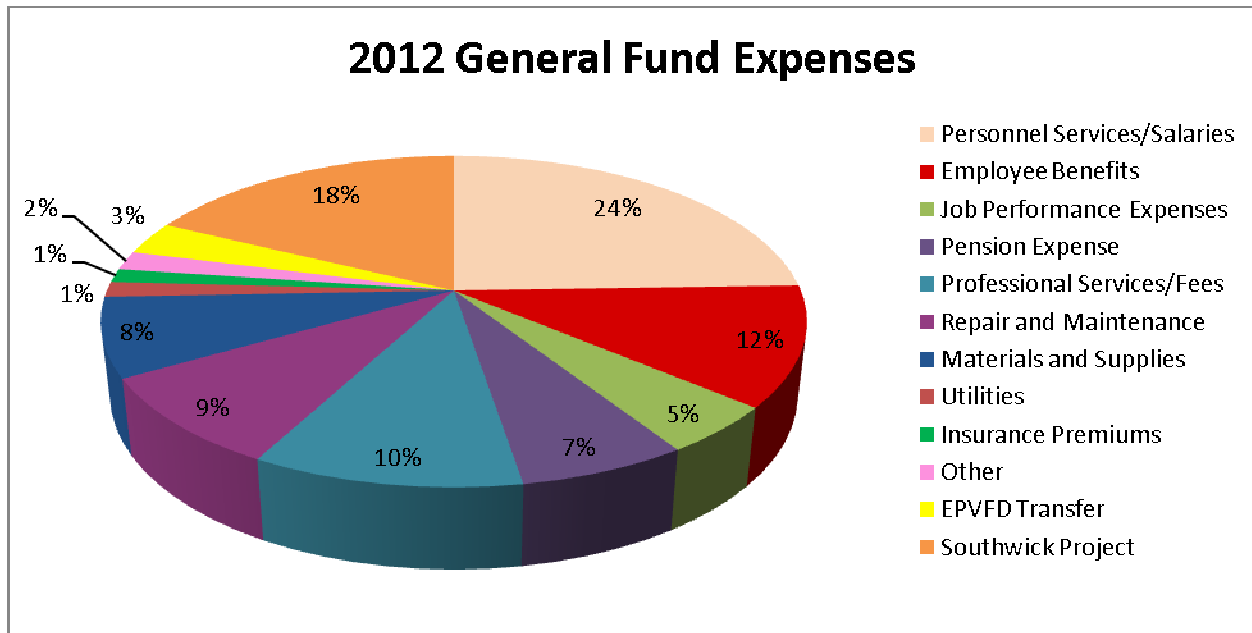


**ESTES VALLEY FIRE PROTECTION DISTRICT  
2012 BUDGET  
SUMMARY OF SIGNIFICANT ASSUMPTIONS**

**Expenditures**

**General and Administrative Expenses**

These expenditures are based upon prior and current year's expenditures and certain equipment purchases, repairs and maintenance as suggested by the District's Fire Chief, subject to the approval of the Board.



**Reserves**

**Emergency Reserve**

The District has provided for an emergency reserve equal to at least 3% of fiscal year spending for 2012 as defined under TABOR. Such emergency reserve is an integral part of Ending Fund Balance.

**LOSAP Reserve**

The District has provided for a reserve to fund future payments under the Length of Service Awards Program.

**Operating Reserve**

The District has also provided for an operating reserve for future expenditures.

**ESTES VALLEY FIRE PROTECTION DISTRICT  
2012 BUDGET  
SUMMARY OF SIGNIFICANT ASSUMPTIONS**

**Capital Projects Reserve**

The District has also provided for a capital project reserve for future capital projects and vehicle replacement.

**Debt and Leases**

The District has no outstanding debt nor any capital or operating leases.

**This information is an integral part of the accompanying forecasted budget.**

## **Board of Directors**

The Board of Directors of the Estes Valley Fire Protection District are currently as follows:

Sue Doylen, President  
Frank Theis, Vice President  
Bud Duryea, Treasurer  
Jack Rumley, Board member  
Robert Cheney, Board member

The Board also appointed Administrative Assistant Connie Bowser as the Secretary of the Board of Directors.

The following are the current district employees:

**FIRE CHIEF**  
Scott Dorman

**TRAINING CAPTAIN**  
Derek Rosenquist

**FIRE MARSHAL**  
Tim Spears

**ADMINISTRATIVE ASSISTANT**  
Connie Bowser

**WILDLAND URBAN INTERFACE EDUCATIONAL COORDINATOR**  
Sue Pinkham

**Estes Valley Fire Protection District  
Organizational Chart- 2012**

