



# **ESTES VALLEY FIRE PROTECTION DISTRICT**

**2014 BUDGET  
December 11, 2013**

## **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*

### Letter from the Chief

As this year comes to a close, it's hard to believe we are completing our 4<sup>th</sup> year as a fire district. 2013 was an amazing year and like all years, posed some new challenges, but also opportunities. We made great strides in some areas and in others we fell short and still need to improve, but I am confident we will have successes in these areas as well. As the saying goes "when times get tough the tough get going" and this organization has certainly proved that this year. It took all of us working together to get through some of the challenges we had this past year and we are a stronger both as an organization and as individuals as a result.

We started the year off with a major wildland fire that had blown up on December 1, 2012 then ended our summer with the so called "1,000" year flood, which became the most devastating and costly natural disaster of 2013 in the entire country. In addition to these major events, we once again anticipate responding to a record for the number of calls.

All of this was possible because of the firefighters' dedication to the safety of our citizens and our community. What gives me great pride in this organization are the individual sacrifices each of our members have made to fulfill our mission and uphold the trust our citizens have in all of us. We truly have an amazing organization and community.

In addition to the answering all of these calls for help we had many other challenges which we overcame, including changing our IT support from the Town of Estes Park to Connecting Point, outsourcing our payroll to Paylocity, establishing a truck committee for a type 3 fire engine (the committee did an awesome job in writing specifications, putting out an RFP, and awarding the bid for a new type 3 fire engine which will allow us to improve our capabilities in the Wildland Urban Interface zone). Looking forward, the Board engaged retired PFA fire officer Steve Miller as a consultant to assist with developing the District's Strategic Plan and the District established an Auto-Aid Agreement with Loveland Fire and Rescue Authority to improve services in the Big Thompson Canyon.

Other challenges included the US Pro Cycle Challenge bike race that came to our community in August and required a great amount of preplanning in the preceding months and at lot of manpower on race day for a very short and no-issue event. This year also saw a change in our legal representation and the appointment of two new board members, one of whom will be sworn in on January 8, 2014. On a more solemn note, one of our charter board members and past volunteer Fire Chief, Jack Rumley passed away before he could complete his term of office. Jack's memorial service was one that truly honored him and his family for their many contributions to the fire service in Estes Park. The sight of all the department members and the honor guard in their class "A" uniforms is something I will never forget and gave me great sense of pride. The volunteer firefighters, staff, and Board members handled all of these



## ESTES VALLEY FIRE PROTECTION DISTRICT

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

challenges extraordinarily well and now is the time to take a breath and look back on all we have accomplished.

Serving as your Chief over the last 16 years, has brought many varied experiences and challenges, but the determination and service above self during the flood humbled me as the leader of this organization. You showed me that our community and Fire District truly want to help our neighbors in times of need. We still have many challenges ahead both as a community and as a Fire District, but because of what we have all overcome this year I am filled with great hope and confidence that we will step up to the challenges ahead.

One immediate challenge will be a reduction in revenues caused by the flood. In anticipation of a loss in revenues we have trimmed the 2013 end-of-year estimates and kept a very conservative 2014 budget. Additionally, you will see that we will be expending a very small amount towards capital purchases in 2014. During the flood response we determined a need for an all-terrain-vehicle. We are seeking grant funds to offset the cost for one; however, we have budgeted for the total amount. Other budgeted expenses have been approved with minimal increases in anticipation of the revenue reduction.

In closing, it is a great honor and I feel very blessed to be the Fire Chief for such a wonderful community and organization.

Sincerely,

Scott Dorman, Fire Chief  
Estes Valley Fire Protection District



CliftonLarsonAllen LLP  
www.cliftonlarsonallen.com

## 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, 2014, including the forecasted estimate of comparative information for the year ending December 31, 2013, 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 2012 is presented for comparative purposes only. Such information is taken from the audit report of the District for the year ended December 31, 2012 as prepared by RubinBrown LLP, dated June 10, 2013, wherein an unmodified 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  
December 11, 2013

**ESTES VALLEY FIRE PROTECTION DISTRICT  
SUMMARY  
FORECASTED 2014 BUDGET AS ADOPTED  
WITH 2012 ACTUAL AND 2013 ESTIMATED  
For the Years Ended and Ending December 31,**

12/11/2013

	ACTUAL 2012	ESTIMATED 2013	ADOPTED 2014
BEGINNING FUND BALANCES	\$ 911,141	\$ 1,189,584	\$ 1,222,231
REVENUES			
1 Property taxes	575,944	576,937	541,222
2 Specific ownership taxes	40,080	43,474	37,886
3 Net investment income	1,811	507	700
4 Other income	6,090	9,300	1,000
5 Sales tax - Town of Estes Park	552,250	490,000	518,000
6 Grants - Federal, State And Local	-	1,900	-
7 Contributions and donations	11,400	16,226	1,000
8 Property tax penalties/interest	2,206	2,000	2,400
9 Wildland fire reimbursement	-	35,442	5,000
10 Plan reviews and inspections income	1,045	4,200	2,000
Total revenues	1,190,826	1,179,986	1,109,208
TRANSFERS IN	155,000	345,064	300,000
Total funds available	2,256,967	2,714,634	2,631,439
EXPENDITURES			
11 General and administration			
12 Capital outlay	34,279	-	-
13 Contingency	3,541	-	50,000
14 Employee benefits	119,699	132,164	152,129
15 Firefighter recruitment	2,544	4,000	3,570
16 Flood expenses	-	5,000	-
17 Fuels mitigation	14,467	3,845	8,080
18 Insurance premiums	13,392	12,922	14,996
19 Job performance expenses	46,138	43,190	60,112
20 LOSAP awards	16,500	5,300	16,875
21 Materials and supplies	16,057	14,878	20,860
22 Other equipment	11,650	-	-
23 Pension expense	80,000	80,000	80,000
24 Personnel services/salaries	279,529	298,957	295,576
25 Professional services/fees	130,801	120,031	114,044
26 Publication fees	1,302	250	600
27 Repair and maintenance	86,363	93,017	100,458
28 Utilities	16,121	17,707	19,940
29 Volunteer fire department expense	40,000	30,000	30,000
30 Capital projects			
31 Capital outlay	-	286,078	70,000
Total expenditures	912,383	1,147,339	1,037,240
TRANSFERS OUT	155,000	345,064	300,000
Total expenditures and transfers out requiring appropriation	1,067,383	1,492,403	1,337,240
ENDING FUND BALANCES	\$ 1,189,584	\$ 1,222,231	\$ 1,294,199
TABOR RESERVE	\$ 36,838	\$ 35,400	\$ 33,300
LOSAP	107,968	102,668	85,793
OPERATING RESERVE	274,877	-	-
UNDESIGNATED	301,544	423,205	277,699
CAPITAL PROJECTS	468,357	530,000	760,450
CONTRACT COMMITMENT	-	130,958	136,957
TOTAL RESERVE	\$ 1,189,584	\$ 1,222,231	\$ 1,294,199

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,**

12/11/2013

	ACTUAL 2012	ESTIMATED 2013	ADOPTED 2014
<b>ASSESSED VALUATION - LARIMER</b>			
Residential	\$ 179,967,870	\$ 181,974,170	\$ 172,282,820
Commercial	84,069,810	84,289,690	83,374,130
Industrial	803,900	859,840	422,850
Agricultural	94,160	93,570	93,120
Vacant Land	32,214,180	29,398,170	26,294,170
State Assessed	119,070	122,750	82,700
Certified Assessed Value	<u>\$ 297,268,990</u>	<u>\$ 296,738,190</u>	<u>\$ 282,549,790</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	\$ 579,675	\$ 578,639	\$ 550,972
Levied property taxes	579,675	578,639	550,972
Adjustments to actual/rounding	(3,731)	-	(9,750)
Refund and abatements	-	(1,702)	-
Budgeted Property Taxes	<u>\$ 575,944</u>	<u>\$ 576,937</u>	<u>\$ 541,222</u>
<b>BUDGETED PROPERTY TAXES</b>			
GENERAL FUND	\$ 575,944	\$ 576,937	\$ 541,222
	<u>\$ 575,944</u>	<u>\$ 576,937</u>	<u>\$ 541,222</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 2014 BUDGET AS ADOPTED**  
**WITH 2012 ACTUAL AND 2013 ESTIMATED**  
**For the Years Ended and Ending December 31,**

12/11/2013

	ACTUAL 2012	ESTIMATED 2013	ADOPTED 2014
BEGINNING FUND BALANCES	\$ 607,084	\$ 721,227	\$ 692,231
REVENUES			
1 Property taxes	575,944	576,937	541,222
2 Specific ownership taxes	40,080	43,474	37,886
3 Net investment income	61	76	250
4 Other income	6,090	9,300	1,000
5 Sales tax - Town of Estes Park	552,250	490,000	518,000
6 Grants - Federal, State And Local	-	1,900	-
7 Contributions and donations	3,850	14,000	1,000
8 Property tax penalties/interest	2,206	2,000	2,400
9 Wildland fire reimbursement	-	35,442	5,000
10 Plan reviews and inspections income	1,045	4,200	2,000
Total revenues	1,181,526	1,177,329	1,108,758
Total funds available	1,788,610	1,898,556	1,800,989
EXPENDITURES			
General and administration			
11 Capital outlay	34,279	-	-
12 Contingency	3,541	-	50,000
13 Employee benefits	119,699	132,164	152,129
14 Firefighter recruitment	2,544	4,000	3,570
15 Flood expenses	-	5,000	-
16 Fuels mitigation	14,467	3,845	8,080
17 Insurance premiums	13,392	12,922	14,996
18 Job performance expenses	46,138	43,190	60,112
19 LOSAP awards	16,500	5,300	16,875
20 Materials and supplies	16,057	14,878	20,860
21 Other equipment	11,650	-	-
22 Pension expense	80,000	80,000	80,000
23 Personnel services/salaries	279,529	298,957	295,576
24 Professional services/fees	130,801	120,031	114,044
25 Publication fees	1,302	250	600
26 Repair and maintenance	86,363	93,017	100,458
27 Utilities	16,121	17,707	19,940
28 Volunteer fire department expense	40,000	30,000	30,000
Total expenditures	912,383	861,261	967,240
TRANSFERS OUT			
CAPITAL RESERVE FUND	155,000	345,064	300,000
Total transfers out	155,000	345,064	300,000
Total expenditures and transfers out requiring appropriation	1,067,383	1,206,325	1,267,240
ENDING FUND BALANCES	\$ 721,227	\$ 692,231	\$ 533,749
TABOR RESERVE	\$ 36,838	\$ 35,400	\$ 33,300
LOSAP	107,968	102,668	85,793
OPERATING RESERVE	274,877	-	-
UNDESIGNATED	301,544	423,205	277,699
CONTRACT COMMITMENT	-	130,958	136,957
TOTAL RESERVE	\$ 721,227	\$ 692,231	\$ 533,749

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 2014 BUDGET AS ADOPTED**  
**WITH 2012 ACTUAL AND 2013 ESTIMATED**  
**For the Years Ended and Ending December 31,**

12/11/2013

	ACTUAL 2012	ESTIMATED 2013	ADOPTED 2014
BEGINNING FUND BALANCES	\$ 304,057	\$ 468,357	\$ 530,000
REVENUES			
1 Net investment income	1,750	431	450
2 Contributions and donations	7,550	2,226	-
Total revenues	9,300	2,657	450
TRANSFERS IN			
GENERAL FUND	155,000	345,064	300,000
Total transfers in	155,000	345,064	300,000
Total funds available	468,357	816,078	830,450
EXPENDITURES			
Capital projects			
3 Capital outlay	-	286,078	70,000
Total expenditures	-	286,078	70,000
Total expenditures and transfers out requiring appropriation	-	286,078	70,000
ENDING FUND BALANCES	\$ 468,357	\$ 530,000	\$ 760,450
CAPITAL PROJECTS	\$ 468,357	\$ 530,000	\$ 760,450
TOTAL RESERVE	\$ 468,357	\$ 530,000	\$ 760,450

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 2014 BUDGET AS ADOPTED**  
**WITH 2012 ACTUAL AND 2013 ESTIMATED**  
**For the Years Ended and Ending December 31,**

12/11/2013

	ACTUAL 2012	ESTIMATED 2013	ADOPTED 2014
BEGINNING FUND BALANCES	\$ 1,391,703	\$ 1,498,720	\$ 1,598,678
REVENUES			
1 Net investment income	120,791	124,986	120,000
2 EVFPD contribution	80,000	80,000	80,000
3 State participation contributions	48,605	48,605	48,605
Total revenues	249,396	253,591	248,605
Total funds available	1,641,099	1,752,311	1,847,283
EXPENDITURES			
Pension Fund			
4 Actuarial study	-	4,786	-
5 Audit	-	2,226	1,000
6 Contingency	-	-	4,200
7 Investment fees	15,600	15,278	16,000
8 Miscellaneous	-	1,000	5,000
9 Retiree benefit payments	126,779	129,543	130,000
10 Retiree death benefit	-	800	800
Total expenditures	142,379	153,633	157,000
Total expenditures and transfers out requiring appropriation	142,379	153,633	157,000
ENDING FUND BALANCES	\$ 1,498,720	\$ 1,598,678	\$ 1,690,283

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  
2014 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.

**Revenues**

**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  
2014 BUDGET  
SUMMARY OF SIGNIFICANT ASSUMPTIONS**

**Revenues – (continued)**

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**

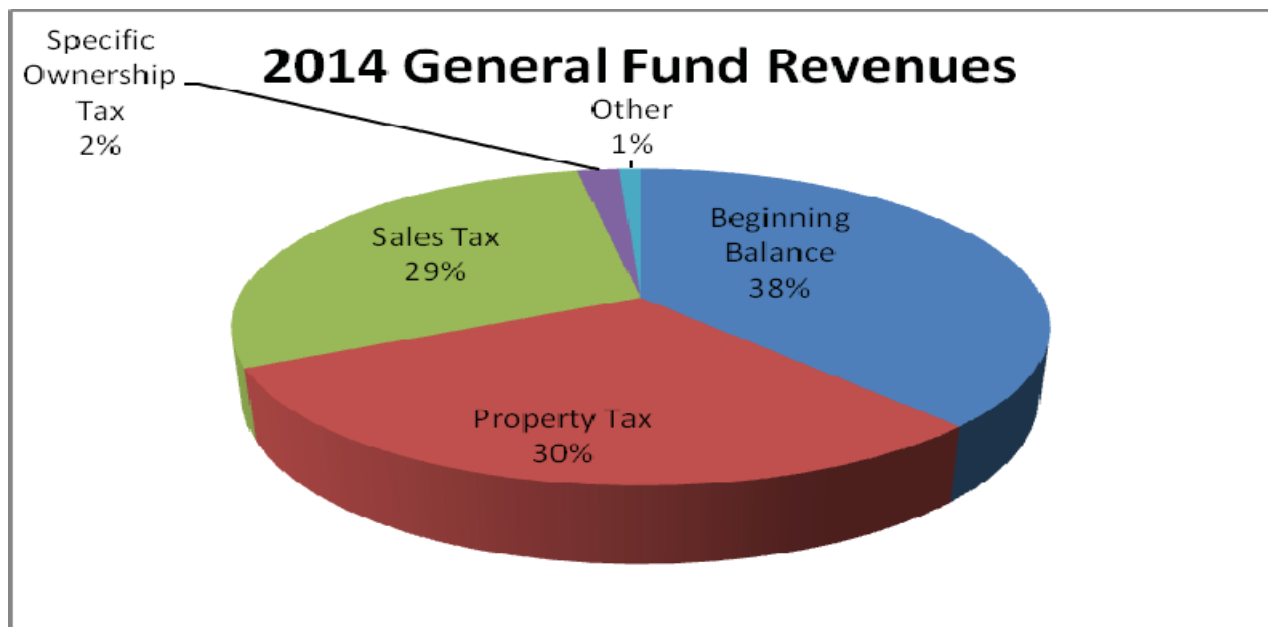
Specific ownership taxes are set by the State and collected by the County Treasurer, primarily on vehicle licensing within the County as a whole. The specific ownership taxes are allocated by the County Treasurer to all taxing entities within the County. The forecast assumes that the District's share will be equal to approximately 7% 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 0.25%.

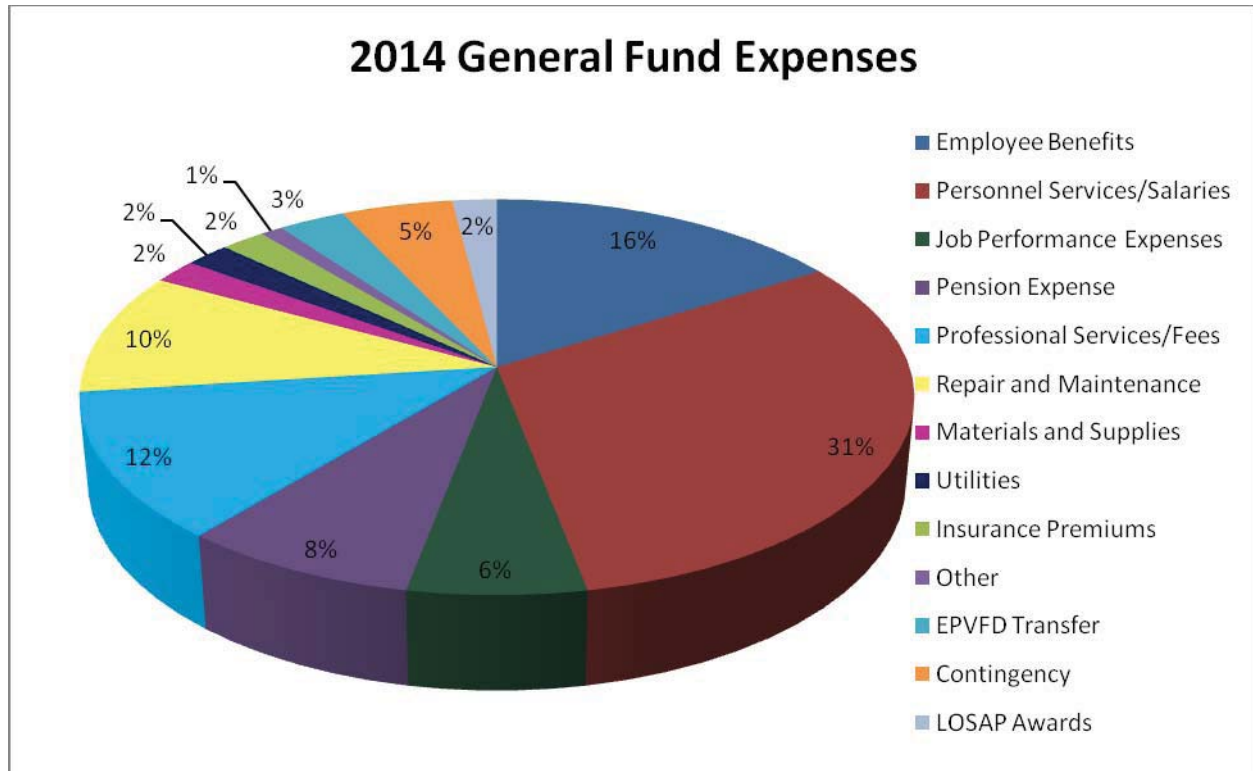


**ESTES VALLEY FIRE PROTECTION DISTRICT  
2014 BUDGET  
SUMMARY OF SIGNIFICANT ASSUMPTIONS**

**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.



**Capital Outlay**

The District anticipates the final payment upon delivery of the fire truck and purchase of an ATV in 2014 as displayed on page 10.

**ESTES VALLEY FIRE PROTECTION DISTRICT  
2014 BUDGET  
SUMMARY OF SIGNIFICANT ASSUMPTIONS**

**Reserves**

**Emergency Reserve**

The District has provided for an emergency reserve equal to at least 3% of fiscal year spending for 2014 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.

**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:

Frank Theis, President  
Mark Igel, Vice President  
Doug Klink, Treasurer  
Mike Kearney, Board member (appointed)  
Mike Richardson, Board member (appointed as of January 8, 2014)

The Board also appointed Administrative Assistant Suzanne Landkamer 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  
Marc Robinson

ADMINISTRATIVE ASSISTANT  
Suzanne Landkamer

WILDLAND URBAN INTERFACE EDUCATIONAL COORDINATOR  
Sue Pinkham



# Estes Valley Fire Protection District Organizational Chart- 2014

