

Woodmen Valley Fire Protection District

1150 W. Woodmen Road, Colorado Springs, CO 80919

719-522-9666

BOARD MEETING

Meeting Agenda

February 7, 2022

7:00 P.M

OFFICERS AND ADVISORS

- Kevin Bush, Chairman (May 2023)
- Steve Black, Vice Chairman (May 2023)
- Eric Barnes, Director and Treasurer (**May 2022**)
- Doug May, Director and Business Affairs (**May 2022**)
- Justin Morrill, Director and Secretary (May 2023)
- Barry Pleshek, Chief
- Lucinda Stancato, Fire Mitigation Officer
- Kevin Walker, District Manager

ORDER OF BUSINESS

- I. Opening Ceremony Time:
- II. Verification of Quorum:
- III. Minutes of Previous Board Meeting
- IV. Operations Reports
 1. *Treasurer's Report*
 - a. *Financials*
 - b. *Approve Expenditures*
 2. *Chief's Report*
 - a. *3Q21 CSFD Performance*
 3. *Fire Mitigation / Medical Report*
- V. Old Business
 1. *Excluded Tax Properties – IN PROCESS*
 - a. *Colton Bluff Properties – Held public hearing 8/2*
 - b. *Dusty Hills Properties – Held public hearing 8/2*
 - c. *Remaining steps*
 2. *Neighborhood Address Signs – Eagle Scout Project – IN PROCESS*

3. *Website Management - NO PROGRESS*
 - a. *Problems with email blocking?*
 - b. *New Wordpress platform?*
 - c. *Train Justin as administrator*

4. *Furnace Replacement – IN PROCESS*
 - a. *Delayed due to questions about CO entering combustion chamber and air returns.*
 - b. *Affordable Plumbing declined to quote due to location in truck bay.*
Sierra Mechanical got approval for sealed combustion unit – See revised quote.

5. *Station Monitoring – WAITING ON DEBIT CARD*
 - a. *WiFi access via Nursing Center, Lucinda’s house, CenturyLink or cellular?*
 - b. *Simplisafe monitoring? Motion approving \$750 plus \$25 monthly at 6/7 Meeting*

6. *CSFD Use of Fire Station*
 - a. *Benefits*
 - i. *Strengthen relationship with CSFD*
 - ii. *Move wildland equipment closer to WVFPD*
 - b. *Issues*
 - i. *Limited liability for WVFPD*
 - ii. *WVFPD ability to terminate with notice*
 - iii. *Possible sale of building*
 - c. *SEE CONVERSATION WITH CHIEF DUBAY BELOW*

7. *El Paso County Wildfire/Egress recommendations for WVFPD*

8. *District Debit Card for Reoccurring Expenses*

9. *Northfield/Southfield Emergency Egress*

10. _____
 - a. _____
 - b. _____

VI. New Business

1. *2021 Revised Budget*
 - a. *Notice and Budget on Website, Gazette?*
 - b. *Public Hearing Results*
 - c. *Changes*
 - d. *Adopt and Resolution*
 - e. *Post on Website*

2. *2022 Proposed Budget*
 - a. *Notice and Budget on Website, Gazette?*
 - b. *Public Hearing Results*
 - c. *Changes*
 - d. *Adopt and Resolution*
 - e. *Post on Website*

3. *2022 Fire Chief / Fire Mitigation Officer*

4. *2022 District Manager*

5. *2022 BOD Meeting Dates*

6. *2022 Elections*
 - a. *Resolution Declaring Election and Appoint Designated Election Official*
 - b. *Next Steps*

7. *2022 Telephonic Meeting Authorization*

8. *Other Deadlines*
 - a. *Special District Public Transparency Postings*
 - b. *Map of District Boundaries*
 - c. *Notice of District Name, Business Address, Phone, Contacts and Chair*
 - d. *Notice of BOD Public Meeting Dates*
 - e. *Intergovernmental contracts and expiration dates*

9. *1600 Radio Call Signs*

10. *Cara Carulo Mitigation Awareness Study*

11. *State Grant Money*

12. _____
 - a. _____
 - b. _____

13. _____
 - a. _____
 - b. _____

VII. Upcoming Deadlines

2021	Deadline	Action	Government Office
???	Oct 15 – KEVIN.W	Publish “Notice of Budget”, Make budget available for inspection in public place, Set and Publish public hearing date and time	County Clerk, Public Loc, Newspaper 29-1-106, 29-1-106(3)(b)
✓	Oct 25: TB, PC Nov 1: WV	CSFD Slash Program Start	Per Ashley email 1/8/21
N/A	Nov ??	<i>Special Election may be held 1st Tue of odd years and 1st Mon of even years</i>	32-1-103(21), 32-1-805(2)
!!!	Nov 16 – Jan 15	Publish yearly Special District Transparency Disclosure Statement per Senate Bill 09-87	County Clerk, Public Loc, Mailer (opt), SDA Website, Website 32-1-809
!!!	Nov 28 (3-Day)	Notice of Public Budget Hearing	County Clerk, Public Loc, Newspaper 29-1-108(1)
!!!	Dec 6 (BOD Mtg)	2021 Amended Budget (if needed) Public Hearing 6:30P (before Dec 15)	Public
!!!	Dec 6 (BOD Mtg)	2022 Proposed Budget Public Hearing 6:45P (before Dec 15)	Public
N/A	Dec 6 (BOD Mtg)	<i>Acknowledge Election Results, Change Mill Levy if Applicable and Revise Tentative Budget</i>	Div of Local Govt
	Dec 6 (BOD Mtg)	<i>Certificate of Election Results</i>	Division of Local Govt
!!!	Dec 6 (BOD Mtg)	Certification of Mill Levy and Adoption of Budget (before Dec 15)	Board of County Commissioners 29-1-108(2); Division of Local Govt 32-5-128(1)
!!!	Dec 6 (BOD Mtg)	Resolution Appropriating Sums of Money - Before (by Dec 31 – Lose 10% of funds if not completed by Dec 31!)	WVFPD BOD 29-1-108(4)
!!!	Dec 6 (BOD Mtg)	Appoint Chief	WVFPD BOD
!!!	Dec 6 (BOD Mtg)	Resolution Calling for 2022 Election to Elect BOD Directors and Appoint Designated Election Official	WVFPD BOD
!!!	Dec 6 (BOD Mtg)	Establish 2022 BOD Meeting Dates and Pass Resolution Designating Notice Posting Place and Regular Meeting Dates and Times	WVFPD BOD Posting Places 26-6-402(2)(c)
	Dec 10	<i>Receive Revised Assessment</i>	From County Clerk 39-1-111
!!!	Dec 30	Check to CSFD for IGA	CSFD
2022	Deadline	Action	Government Office
!!!	Jan 1	Current Map of District Boundaries	Div of Local Govt, County Assessor 32-1-306
	???	WVFPD Holiday Dinner	
!!!	Jan 15 DEADLINE	Send notice including the name of district, biz address, phone, contact and name of chair	DLG, County Commissioners, County Assessor, County Treasurer, C&R
!!!	Jan 15 DEADLINE	Publish yearly Special District Transparency Disclosure Statement per Senate Bill 09-87; BOD Names, Date of next Election (May ??, 2022), Mill levy and total property tax revenues, Board meeting info; District Contact Info	County Clerk, Public Loc, Mailer (opt), SDA Website, Website 32-1-809
!!!	Jan 30	Post Notice of Regular BOD Meetings -- KEVINW VERIFY CLERK	WVFPD Public Locations, Website County Clerk and Recorder 26-6-402(2)(c)
!!!	Jan 31	Certified Copy of Adopted Budget and copies of Resolutions to Adopt, Set Levies & Appropriate Funds	Div of Local Govt 29-1-113(1)

!!!	Jan 23 – Feb 17	Publish call for BOD Director Nominations one time (<90 days >75 days before election)	Secretary, Public Posting, Newspapers and County C&R
!!!	Feb 1	File notice with DLG of any intergovernmental contracts, nature of contract and expiration dates	Div of Local Govt. 29-1-205
	Feb 2	Write-In Candidate Affidavit of Intent Due (64 th day before)	Designated Election Official CRS 1-4-1101(1) (2)
!!!	Feb 25	Self-Nomination Forms Due	Secretary and Designated Election Official 32-1-804.3(3)
!!!	Feb 26	Request extension for Mail Ballot Plan	SOS Election Rule 12.3.5
!!!	Feb 26	File mail ballot plan for May election by Feb 26 or Mar 5 if filed extension	SOS Election Rule 12.3.5
!!!	Feb 28	El Paso County Special Districts Annual Report and Disclosure Form	El Paso County Board of Comm specialdistrictnotices@elpasoco.com El Paso County Assessor El Paso County Treasurer
	Mar 1	Cancel Election if no more Candidates than open BOD positions. Resolution recognizing cancellation and declaring candidates elected by acclamation (63 th day before)	DEO, Public Posting Places, Newspapers, County C&R, SOS, and DLG. Notify Winners and provide certificates, CRS 1-5-208(1.5)
	Mar 1	File information report on District's nonrated public securities as of 12/31	Department of Local Affairs
	Mar 4	Certification of Ballot, Select County or Mail Ballot	County Clerk & Recorder
	Mar 4	Send list of nominated candidates and self-nomination or write-in forms	County Clerk & Recorder Secretary of State
	Mar 9	Mail ballot plan on file at the principal office of the special district.	
	Mar ??	Order Registration Records	From County Assessor
	Mar ??	See remaining election requirements	1-13.5-1104(1)
	Mar ??	Certification of Ballot, Select County or Mail Ballot	County Clerk & Recorder
	Mar ??	Send list of nominated candidates and self-nomination or write-in forms	County Clerk & Recorder Secretary of State
	Mar ??	Mail ballot plan on file at the principal office of the special district.	
	Mar 19	Earliest day for election judge training	
	Mar 24	Order Registration Records	From County Assessor
	Mar 24	See remaining election requirements	1-13.5-1104(1)
	Mar 26	Last day to order voter registration and property owners list (40 days early)	
	Mar 31	File Application for Audit Exemption if less than \$500k	State Auditor 29-1-604(3)
	Apr 13	Publish Notice of Election at least 10 days before election.	Newspaper, Public Posting, C&R 1-5-205
	Apr 18	Appointment of Election Judges	
	May 1 – Same for Excluded Props?	File Court Order of Inclusion with CR for new property to be included in tax levy	39-1-110(1.5) / 32-1-105
	May 3	Regular Election 1st Tue after 1st Mon in May	BOD directors and TABOR issues in even years only 32-1-103(17)(21), 32-1-805(2)
	May 15 - ERIC	WVFPD (Volunteer) Exempt Organization Filing	
	June ??	Certificate of Election Results	Div of Local Govt 1-11-103(3)
	June ?? (BOD Mtg)	Election of Board Officers	
	June 2 DEADLINE	Swear in Elected Directors (Send full BOD list and proof of bond too) – Must be AFTER election and no more than 30 days later.	Division of Local Govt, 4th Judicial Court 32-1-901/902

	June 22	Notify C&R in writing if intend to participate in November election	CRS 1-7-116(5)
	June 30 (Rcvd Exemption)	Auditor to submit audit report	Board of Directors 29-1-606(1)
	July 1 – Same for Excluded Props?	Deadline to file court order of inclusion with C&R to enable district to levy tax on newly included property	Clerk and Recorder
	July 30 (Rcvd Exemption)	Audit Report (Must be submitted within 30 days after received from auditor)	State Auditor (if not filed, county treasurer will withhold tax revenue!) 29-1-606(3)
	Aug 5 (BOD Mtg)	Appoint Budget Officer to prepare final budget (before Oct 15, can be non-BOD)	29-1-104
	Aug 25	Assessor preliminary total assessed valuation of all taxable property	Board of Directors 39-5-128
	Sep 19	Thunderbird Picnic	Buhler House?
	Oct ?? (BOD Mtg)	First Pass Budget to Board – Oct Mtg	Board of Directors
	Oct 15	Deadline for Budget Officer to present Proposed 2020 Budget	Board of Directors 29-1-105
	Oct 15 – KEVIN.W	Publish “Notice of Budget”, Make budget available for inspection in public place, Set and Publish public hearing date and time	County Clerk, Public Loc, Newspaper 29-1-106, 29-1-106(3)(b)
	Sep 12: WV Oct 10: TB, PC	CSFD Slash Program Start	Per Melissa email 11/30/21 Note WV before TB/PC this time
	Nov ??	Special Election may be held 1 st Tue of odd years and 1 st Mon of even years	32-1-103(21), 32-1-805(2)
	Nov 16 – Jan 15	Publish yearly Special District Transparency Disclosure Statement per Senate Bill 09-87	County Clerk, Public Loc, Mailer (opt), SDA Website, Website 32-1-809
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	Dec ?? (BOD Mtg)	2022 Proposed Budget Public Hearing 6:45P (before Dec 15)	Public
	Dec ?? (BOD Mtg)	Acknowledge Election Results, Change Mill Levy if Applicable and Revise Tentative Budget	Div of Local Govt
	Dec ?? (BOD Mtg)	Certificate of Election Results	Division of Local Govt
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	Dec ?? (BOD Mtg)	Resolution Appropriating Sums of Money - Before (by Dec 31 – Lose 10% of funds if not completed by Dec 31!)	WVFPD Board 29-1-108(4)
	Dec ?? (BOD Mtg)	Appoint Chief	WVFPD Board
	Dec ?? (BOD Mtg)	Establish 2022 BOD Meeting Dates and Pass Resolution Designating Notice Posting Place and Regular Meeting Dates and Times	WVFPD Board Posting Places 26-6-402(2)(c)
	Dec ?? (BOD Mtg)	Resolution Calling for 2022 Election to Elect BOD Directors and Appoint Designated Election Official	WVFPD BOD
	Dec 10	Receive Revised Assessment	From County Clerk 39-1-111
	Dec 30 ~12/10	Check to CSFD for IGA	CSFD

VIII. Confirm Upcoming Meeting Dates

- _____
- _____
- _____

IX. Adjournment

Woodmen Valley Fire Protection District

1150 W. Woodmen Road, Colorado Springs, CO 80919

719-522-9666

BOARD MEETING Minutes December 6, 2021

Attendance:

Kevin Bush, Chairman
Steve Black, Vice Chairman (Excused)
Eric Barnes, Director and Treasurer
Doug May, Director and Business Affairs
Justin Morrill, Director and Secretary
Barry Pleshek, Chief
Lucinda Stancato, Fire Mitigation Officer
Kevin Walker, Walker Schooler District Managers (WSDM)

- I. Opening Ceremony at 19:00.
- II. Verification of Quorum. The meeting was conducted in person. A quorum of the Board was present with Director Black excused.
- III. Minutes of Previous Board Meeting: The Minutes of the October 4, 2021 Board meeting were reviewed. Director Barnes noted a spelling error referencing the furnace flue. Director Barnes moved to accept the October 4, 2021 Minutes as amended; seconded by Director May. Motion passed unanimously.
- IV. Operations Report
 1. Treasurer's Report
 - a. Financials: Mr. Walker presented the District's financials including the current balance and payables.
 - b. Approve Expenditures: After review, Director Morrill moved to approve the expenditures as presented; seconded by Director May. Motion passed unanimously.
 2. Chief's Report: The Board reviewed the Incidents Report.
 - a. 3Q21 CSFD Performance: The Board reviewed the third quarter Colorado Springs Fire Department Report.
 3. Fire Mitigation / Medical Report: The Board discussed the Fire Mitigation and Medical Report. Fire Mitigation Officer Stancato reported on the chipping status. The Board discussed updating the address and phone database for the District.
- V. Old Business
 1. Excluded Tax Properties – There was no discussion.

- a. Colton Bluff Properties – Held public hearing 8/2
 - b. Dusty Hills Properties – Held public hearing 8/2
 - c. Remaining Steps
2. Neighborhood Address Signs – Eagle Scout Project: The Board discussed the neighborhood address signs and that the Eagle Scout Project has been a great success. (Audio issues)
 3. Website Management: There were no updates.
 4. WSDM interest in purchasing the WVFD Fire House: There were no updates.
 5. Furnace Replacement: The furnace replacement is ongoing. (Audio issues)
 - a. Delayed due to questions about CO entering combustion chamber and air returns.
 - b. Affordable Plumbing declined to quote due to location in truck bay.
 - c. Sierra Mechanical got approval for sealed combustion unit – See revised quote.
 6. Station Monitoring: The Board discussed the station monitoring was on hold due to needing a debit card. They are also waiting on WiFi access. (Audio issues)
 - a. WiFi access via Nursing Center, Lucinda’s house, CenturyLink or cellular?
 - b. Simplisafe monitoring? Motion approving \$750 plus \$25 monthly at 6/7 Meeting.
 7. CSFD Use of Fire Station: The Board discussed there is a liability to the District if there was any damage that occurred to the equipment. (Audio issues) *A motion was made to move forward with? Motion passed unanimously.
 8. El Paso County Wildfire/Egress recommendations for WVFPD: Chairman Bush reported? (Audio Issues)
 9. District Debit Card for Reoccurring Expenses: Chairman Bush reported the debit card for reoccurring expenses has been requested. (Audio issues)
 10. Northfield/Southfield Emergency Egress: The Board discussed the Northfield/Southfield Emergency Egress and the City of Colorado Springs’ plans for evacuation. (Audio issues)

VI. New Business

1. 2021 Revised Budget: Chairman Bush opened the Public Hearing on the 2021 Revised Budget. After no public comment, the Public Hearing was closed. Mr. Walker presented the 2021 Revised Budget. He noted the appropriated funds for 2021 were projected at \$124,776.07 and \$125,445.55 was actually spent. The expenditures for the sign project were not budgeted for and caused the budget to be over the projected amount. After review, Chairman Bush moved to adopt the Resolution approving the 2021 Revised Budget; seconded by Director Barnes. Motion passed unanimously.
2. 2022 Proposed Budget: Chairman Bush opened the Public Hearing on the 2022 Proposed Budget. After no public comment, the Public Hearing was closed. Mr. Walker

presented the 2022 Budget. He noted additional income of \$13,500 from assessed valuations as well as an increase in ownership tax revenue. The total income for 2022 is projected at \$143,000. The Board directed Mr. Walker to increase the facility maintenance budget by \$4,500 for a total of \$8,000. After review, Director May moved to adopt the Resolution approving the 2022 Budget as amended; seconded by Director Barnes. Motion passed unanimously.

3. 2022 Fire Chief / Fire Mitigation Officer: **Director ? proposed a Resolution to...? the 2022 Respective Officers; seconded by Director ?. Motion passed unanimously. (Audio issues)**
4. 2022 District Manager: Director May moved to appoint Walker Schooler District Managers as the 2022 District Manager; seconded by Director Barnes. Motion passed unanimously.
5. 2022 BOD Meeting Dates: **Director May moved to set the 2022 BOD Meeting dates as the first Monday of every other month and scheduling the December 5, 2022 Board meeting for the 2022 Revised Budget Hearing if needed and 2023 Budget Hearing; seconded by Director Barnes. Motion passed unanimously. (*I am unsure if this is the correct motion due to audio issues)**
6. 2022 Elections
 - a. Resolution Declaring Election and Appoint Designated Election Official: Director May moved to adopt the Resolution Declaring Election and Appoint Designated Election Official as Kevin Walker; seconded by Director Barnes. Motion passed unanimously.
 - b. Next Steps
7. 2022 Telephonic Meeting Authorization: Director May moved to adopt the Resolution for 2022 Telephonic Meeting Authorization; seconded by Director Barnes. Motion passed unanimously.
8. Other Deadlines: The Board reviewed the upcoming District deadlines.
 - a. Special District Public Transparency Postings
 - b. Map of District Boundaries
 - c. Notice of District Name, Business Address, Phone, Contacts and Chair
 - d. Notice of BOD Public Meeting Dates
 - e. Intergovernmental contracts and expiration dates
9. 1600 Radio Call Signs: **The Board discussed the 1600 radio call signs and that the District had the incorrect series of numbers from Pikes Peak Regional Communications. (Audio issues)**
10. Cara Carulo Mitigation Awareness Study: **The Board discussed the Cara Carulo Mitigation Awareness study.**
11. State Grant Money: **The Board discussed available State Grant money. (Audio issues)**

VII. Confirm Upcoming Meeting Dates

- February 7, 2022 at 7:00 PM.

VIII. Adjournment: Director May moved to adjourn; seconded by Director Morrill. Chairman Bush declared the meeting adjourned at 20:34.

Respectfully submitted,

By: _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL DECEMBER 6, 2021 MINUTES OF THE WOODMEN VALLEY FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Kevin Bush, Chairman

Justin Morrill, Director and Secretary

Eric Barnes, Director and Treasurer

Steve Black, Vice Chairman

Doug May, Director