

Woodmen Valley Fire Protection District

1150 W. Woodmen Road, Colorado Springs, CO 80919

719-522-9666

BOARD MEETING

Meeting Agenda

February 6, 2023

7:00 P.M

OFFICERS AND ADVISORS

- Kevin Bush, Chairman (**May 2023**)
- Eric Barnes, Director and Treasurer (May 2025)
- Doug May, Vice Chairman (May 2025)
- Justin Morrill, Director and Secretary (**May 2023**)
- Deanne Yankey, Director (**May 2023**)
- Barry Pleshek, Chief
- Lucinda Stancato, Fire Mitigation Officer
- Kevin Walker, District Manager

ORDER OF BUSINESS

- I. Opening Ceremony Time: 7:00PM
- II. Verification of Quorum: Eric excused for travel
- III. Minutes of Previous Board Meeting
 1. October 3, 2022
 2. December 5, 2022
- IV. Operations Reports
 1. *Treasurer's Report*
 - a. *Financials*
 - b. *Insurance Renewal*
 - c. *Approve Payables*
 2. *Chief's Report*
 - a. *4Q22 CSFD Performance*
 3. *Fire Mitigation / Medical Report*
- V. Old Business
 1. *Website Management - SELECTED NEW VENDOR – NO UPDATE*
 - a. *Problems with email blocking? – New vendor – But Eric's email blocked*
 - b. *New Wordpress platform? – Investigating - New vendor supports Wordpress*

- c. Train Justin as administrator – On hold*
- 2. Station Monitoring – SIMPLISAFE INSTALLED. HAVE NOT ENABLED ALARMS YET.*
- 3. CSFD Use of Fire Station – ON HOLD FOR STATUS OF EXTENDED IGA.*
- 4. Northfield/Southfield Emergency Egress*
 - a. Did tour of neighborhood with Congressman Doug Lamborn’s Chief of Staff. NOT RESPONDING NOW.*
 - b. Red Spring Valley road north to AFA in reasonably good condition if take fork to Ice Lake.*
 - c. Could build road from end of Southfield to Woodmen Oaks at high cost.*
 - d. Possible road from middle of Northfield to Timber Valley if get permanent easement from homeowners and cross creek.*
 - e. Examined possible westbound egress from Northfield via CSU retaining pond.*
- 5. State Grants*
 - a. Paul Rochette submitted fund request to complete Community Wildfire Protection Plan with emphasis on Egress on 10/7/22. WAITING ON RESPONSE. TERRY CARVER SENDING LETTER OF SUPPORT.*
 - b. Labor only grant to reduce overall fuel on heavily wooded undeveloped land with homeowner approval.*
 - c. Labor only grant to mitigate first 20’ on both sides of all roads with homeowner approval.*
- 6. NTSOC Construction – NO NEWS*
 - a. Agreed to allow daytime parking in front of building during construction until CSFD starts using station.*
 - b. Agreed to storage of SwimPod in tanker bay*
- 7. Extended CSFD Service Agreement – CHIEF DUBAY SENT PROPOSAL.*
 - a. 20-year agreement*
 - b. 2-year termination at convenience*
 - c. No fees due for 2-years if CSFD cancels*
 - d. Keep fire station?*
- 8. New Director*
 - a. Oath of Office Filed with Governments?*
- 9. 2023 Elections*
 - a. Kevin Bush, Justin Morrill and Deanne Yankey up for reelection*
 - b. Call for Nominations*
 - c. Self Nominations*
- 10. Reverse 9-1-1 Replacement*
 - a. Update website*
 - b. Email blast*

VI. New Business

1. _____
 - a. _____
 - b. _____

2. _____
 - a. _____
 - b. _____

3. _____
 - a. _____
 - b. _____

VII. Upcoming Deadlines

2022	Deadline	Action	Government Office
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Nov 28 (3-Day)	Notice of Public Budget Hearing	County Clerk, Public Loc, Newspaper 29-1-108(1)
<input checked="" type="checkbox"/>	Dec 5 (BOD Mtg)	2021 Amended Budget (if needed) Public Hearing 6:30P (before Dec 15)	Public
<input checked="" type="checkbox"/>	Dec 5 (BOD Mtg)	2022 Proposed Budget Public Hearing 6:45P (before Dec 15)	Public
	Dec 5 (BOD Mtg)	Acknowledge Election Results, Change Mill Levy if Applicable and Revise Tentative Budget	Div of Local Govt
	Dec 5 (BOD Mtg)	Certificate of Election Results	Division of Local Govt
<input checked="" type="checkbox"/>	Dec 5 (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)
<input checked="" type="checkbox"/>	Dec 5 (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)
<input checked="" type="checkbox"/>	Dec 5 (BOD Mtg)	Appoint Chief	WVFPD Board
<input checked="" type="checkbox"/>	Dec 5 (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)
<input checked="" type="checkbox"/>	Dec 5 (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
2023	Deadline	Action	Government Office
!!!	Jan 1	Current Map of District Boundaries	Div of Local Govt, County Assessor 32-1-306
!!!	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	County Clerk, Public Loc, Mailer (opt), SDA Website, Website 32-1-809

		and total property tax revenues, Board meeting info; District Contact Info	
!!!	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 22 – 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 (64th day before)	Designated Election Official CRS 1-4-1101(1) (2)
!!!	Jan 1 -- Feb 24	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
!!!	Feb 28	Cancel Election if no more Candidates than open BOD positions. Resolution recognizing cancellation and declaring candidates elected by acclamation (63th 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 19	Earliest day for election judge training	
	Mar 23	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 12	Publish Notice of Election at least 10 days before election.	Newspaper, Public Posting, C&R 1-5-205
	Apr 17	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 2	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 5 (BOD Mtg)	Election of Board Officers	
	June 1 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) 6/6 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 3 (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)
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VIII. Confirm Upcoming Meeting Dates

- Apr 3, 2023
- Jun 5, 2023

- *Aug 7, 2023*

IX. Adjournment