

# Woodmen Valley Fire Protection District

1150 W. Woodmen Road, Colorado Springs, CO 80919

719-522-9666

## BOARD MEETING Meeting Agenda

April 3, 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. February 7, 2023
- IV. Operations Reports
  1. *Treasurer's Report*
    - a. *Financials*
    - b. *Insurance Renewal*
    - c. *Approve Payables*
  2. *Chief's Report*
    - a. *1Q23 CSFD Performance*
  3. *Fire Mitigation / Medical Report*
- V. Old Business
  1. *Station Monitoring – SIMPLISAFE INSTALLED. HAVE NOT ENABLED ALARMS YET.*
  2. *CSFD Use of Fire Station – ON HOLD FOR STATUS OF EXTENDED IGA.*

3. *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.*
  
4. *State Grants – PAUL ROCHETTE GRANT APPLICATION DENIED*
  - a. *Paul Rochette submitted fund request to complete Community Wildfire Protection Plan with emphasis on Egress on 10/7/22.*
  - 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.*
  
5. *Extended CSFD Service Agreement – 2<sup>nd</sup> ROUND TO WVFPD ATTORNEY*
  - a. *20-year agreement*
  - b. *2-year termination at convenience*
  - c. *No fees due for 2-years if CSFD cancels*
  - d. *Keep fire station?*
  - e. *MOTION TO ALLOW OFFICERS TO SIGN WITH FUTURE RATIFICATION*
  
6. *2023 Elections*
  - a. *Kevin Bush, Justin Morrill and Deanne Yankey up for reelection*
  - b. *Election process*
  
7. *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

| <b>2023</b> | <b>Deadline</b> | <b>Action</b>  | <b>Government Office</b>  |
|-------------|-----------------|--|---|
| ☑           | Jan 1           | Current Map of District Boundaries   | Div of Local Govt, County Assessor<br>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 and total property tax revenues, Board meeting info; District Contact Info | County Clerk, Public Loc, Mailer (opt), SDA Website, Website<br>32-1-809  |
| ☑           | Jan 30          | Post Notice of Regular BOD Meetings -- KEVINW VERIFY CLERK   | WVFPD Public Locations, Website<br>County Clerk and Recorder<br>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<br>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.<br>29-1-205  |
| ☑           | Feb 2           | Write-In Candidate Affidavit of Intent Due (64 <sup>th</sup> day before)   | Designated Election Official<br>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          | <b>Request extension for Mail Ballot Plan</b>  | <b>SOS Election Rule 12.3.5</b>   |
| !!!         | Feb 26          | <b>File mail ballot plan for May election by Feb 26 or Mar 5 if filed extension</b>  | <b>SOS Election Rule 12.3.5</b>   |
| !!!         | Feb 28          | <b>El Paso County Special Districts Annual Report and Disclosure Form</b>  | <b>El Paso County Board of Comm</b><br><b><a href="mailto:specialdistrictnotices@elpasoco.com">specialdistrictnotices@elpasoco.com</a></b><br><b>El Paso County Assessor</b><br><b>El Paso County Treasurer</b> |
| !!!         | Feb 28          | <b>Cancel Election if no more Candidates than open BOD positions. Resolution recognizing cancellation and declaring candidates elected by acclamation (63<sup>th</sup> day before)</b>   | <b>DEO, Public Posting Places, Newspapers, County C&amp;R, SOS, and DLG. Notify Winners and provide certificates, CRS 1-5-208(1.5)</b>  |
| !!!         | Mar 1           | <b>File information report on District's nonrated public securities as of 12/31</b>  | <b>Department of Local Affairs</b>  |
| !!!         | Mar 4           | <b>Certification of Ballot, Select County or Mail Ballot</b>   | <b>County Clerk &amp; Recorder</b>  |
| !!!         | Mar 4           | <b>Send list of nominated candidates and self-nomination or write-in forms</b>   | <b>County Clerk &amp; Recorder</b><br><b>Secretary of State</b>   |
| !!!         | Mar 9           | <b>Mail ballot plan on file at the principal office of the special district.</b>   |   |
| !!!         | Mar ??          | <b>Order Registration Records</b>  | <b>From County Assessor</b>   |
| !!!         | Mar ??          | <b>See remaining election requirements</b>   | <b>1-13.5-1104(1)</b>   |
| !!!         | Mar 19          | <b>Earliest day for election judge training</b>  |   |
|             | Mar 23          | <b>Last day to order voter registration and property owners list (40 days early)</b>   |   |
| !!!         | Mar 31          | <b>File Application for Audit Exemption if less than \$500k</b>  | <b>State Auditor 29-1-604(3)</b>  |
| !!!         | Apr 12          | <b>Publish Notice of Election at least 10 days before election.</b>  | <b>Newspaper, Public Posting, C&amp;R</b><br><b>1-5-205</b>   |
| !!!         | Apr 17          | <b>Appointment of Election Judges</b>  |   |

|     |                                   |  |  |
|-----|-----------------------------------|--|--|
| !!! | 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<br>1 <sup>st</sup> Tue after 1 <sup>st</sup> 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,<br>4 <sup>th</sup> 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<br>(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<br>(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!)<br>29-1-606(3) |
|     | Aug 5 (BOD Mtg)<br>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<br>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<br>29-1-106, 29-1-106(3)(b)                          |
|     | Sep 12: WV<br>Oct 10: TB, PC      | CSFD Slash Program Start   | Per Melissa email 11/30/21<br>Note WV before TB/PC this time                             |
|     | Nov ??                            | Special Election may be held 1 <sup>st</sup> Tue of odd years and 1 <sup>st</sup> 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),<br>SDA Website, Website<br>32-1-809              |
|     | Nov 28 (3-Day)                    | Notice of Public Budget Hearing  | County Clerk, Public Loc, Newspaper 29-1-108(1)  |
|     | Dec 5 (BOD Mtg)                   | 2021 Amended Budget (if needed)<br>Public Hearing 6:30P (before Dec 15)  | Public   |
|     | Dec 5 (BOD Mtg)                   | 2022 Proposed Budget<br>Public Hearing 6:45P (before Dec 15)   | Public   |
|     | Dec 5 (BOD Mtg)                   | Acknowledge Election Results,<br>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   |
|     | Dec 5 (BOD Mtg)                   | Certification of Mill Levy and Adoption of Budget (before Dec 15)  | Board of County Commissioners<br>29-1-108(2); Division of Local Govt 32-5-128(1)         |
|     | 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<br>29-1-108(4)   |
|     | Dec 5 (BOD Mtg)                   | Appoint Chief  | WVFPD Board  |
|     | 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<br>26-6-402(2)(c)   |

|  |                        |   |                                   |
|--|------------------------|---|-----------------------------------|
|  | <i>Dec 5 (BOD Mtg)</i> | <i>Resolution Calling for 2022 Election to Elect BOD Directors and Appoint Designated Election Official</i> | <i>WVFPD BOD</i>                  |
|  | <i>Dec 10</i>          | <i>Receive Revised Assessment</i>   | <i>From County Clerk 39-1-111</i> |
|  | <i>Dec 30 ~12/10</i>   | <i>Check to CSFD for IGA</i>  | <i>CSFD</i>                       |

VIII. Confirm Upcoming Meeting Dates

- *Jun 5, 2023*
- *Aug 7, 2023*
- *Oct 2, 2023*
- *Dec 4, 2023 After Public Budget Hearing*

IX. Adjournment

## 1Q23 CSFD PERFORMANCE (less 3/27-3/31)

| Summary of 2023 WVFPD by NFIRS Category |           |          |          |          |             |
|---|-----------|----------|----------|----------|-------------|
| NFIRS Category                          | 1Q        | 2Q       | 3Q       | 4Q       | Grand Total |
| 100 - Fire                              |           |          |          |          | 0           |
| 300 - EMS                               | 8         |          |          |          | 8           |
| 400 - Hazardous Condition               |           |          |          |          | 0           |
| 500 - Service Call                      | 5         |          |          |          | 5           |
| 600 - Good intent                       | 1         |          |          |          | 1           |
| 700 - False Alarm                       |           |          |          |          | 0           |
| <b>Grand Total</b>                      | <b>14</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>14</b>   |

| Average Response Times - 2023                                |         |    |    |    |             |
|--|---------|----|----|----|-------------|
|  | 1Q      | 2Q | 3Q | 4Q | Grand Total |
| # of Calls with CSFD Arrivals                                | 12      |    |    |    | 12          |
| Average Response Times (Min/Seconds/<br>Fraction of Seconds) | 12:42.7 |    |    |    | 12:42.7     |

| Year over Year WVFPD incidents by NFIRS Category |           |           |           |           |           |
|--|-----------|-----------|-----------|-----------|-----------|
| NFIRS Category                                   | 1Q 2023   | 2022      | 2021      | 2020      | 2019      |
| 100 - Fire                                       |           | 1         |           |           |           |
| 300 - EMS  | 8         | 25        | 36        | 10        | 26        |
| 400 - Hazardous Condition                        |           | 2         |           | 5         | 2         |
| 500 - Service Call                               | 5         | 13        | 5         | 3         | 12        |
| 600 - Good intent                                | 1         | 7         | 6         |           | 5         |
| 700 - False Alarm                                |           | 3         | 6         | 1         | 2         |
| <b>Total</b>                                     | <b>14</b> | <b>51</b> | <b>53</b> | <b>19</b> | <b>47</b> |

| Quarter | Incident ID Number | Date      | Hundred Block/Intersection  | 1st Arriving Company | Initial Response (Min/Sec) | Arrival Time Exceeded Reason | Incident Length (Min/Sec) | Resolution Actions                  | Category                   | Units on Call | Dispatch Call Description                      |
|---------|--------------------|-----------|-----------------------------|----------------------|----------------------------|------------------------------|---------------------------|-------------------------------------|----------------------------|---------------|--|
| 1Q      | 23004557           | 1/4/2023  | 7XXX TUDOR RD               | AMR                  | 0:10:20                    | N/A                          | N/A                       | AMR                                 | 300 - Rescue & EMS         | AMR 26        | ALPHA - FAINTING ALERT - <35 Y - NO CARDIAC HX |
| 1Q      | 23006762           | 1/6/2023  | 7XXX GILLEN RD              | CARE4                | 0:02:26                    |                              | 0:51:53                   | Assistance, other                   | 500 - Service Call other   | CARE4         | CARES COMMUNITY HEALTH VISIT                   |
| 1Q      | 23010870           | 1/9/2023  | 6XX W WOODMEN RD            | E12                  | 0:07:26                    |                              | 0:52:23                   | Provide advanced life support (ALS) | 300 - Rescue & EMS         | E12           | SEIZURE - CONTINUOUS/MULTIPLE - EPILEPTIC      |
| 1Q      | 23024226           | 1/19/2023 | NORTHFIELD RD/SOUTHFIELD RD | E18                  | 0:18:38                    |                              | 0:41:05                   | Investigate                         | 300 - Rescue & EMS         | E18           | TRAFFIC ACCIDENT                               |
| 1Q      | 23035298           | 1/27/2023 | 1XX INDIAN WELLS LN         | E12                  | 0:13:11                    |                              | 0:32:39                   | Emergency medical services, other   | 300 - Rescue & EMS         | E12           | CINED - FALL - POSS DANGER AREA                |
| 1Q      | 23035821           | 1/27/2023 | 7XXX GILLEN RD              | CARE4                | 0:26:48                    |                              | 0:54:38                   | Assistance, other                   | 500 - Service Call other   | CARE4         | CARES COMMUNITY HEALTH VISIT                   |
| 1Q      | 23059030           | 2/12/2023 | 1XXX NORTHELD RD            | E12                  | 0:10:44                    |                              | 0:27:29                   | Provide advanced life support (ALS) | 300 - Rescue & EMS         | E12           | SEIZURE - STROKE/TUMOR HX - EPILEPTIC          |
| 1Q      | 23067886           | 2/19/2023 | 8XXX WESTWOOD RD            | E12                  | 0:13:09                    |                              | 0:38:21                   | Provide advanced life support (ALS) | 300 - Rescue & EMS         | E12           | CHEST PAIN - CARDIAC HISTORY                   |
| 1Q      | 23068932           | 2/20/2023 | 1XXX W WOODMEN RD           | E14                  | 0:23:09                    |                              | 0:34:00                   | Assistance, other                   | 500 - Service Call other   | E14           | LIFT ASSIST                                    |
| 1Q      | 23072061           | 2/22/2023 | 7XXX GILLEN RD              | CARE6                | 0:00:08                    |                              | 0:19:07                   | Assistance, other                   | 500 - Service Call other   | CARE6         | CARES COMMUNITY HEALTH VISIT                   |
| 1Q      | 23078107           | 2/26/2023 | 7XX TIMBER VALLEY RD        | E14                  | 0:16:54                    |                              | 0:42:43                   | Provide advanced life support (ALS) | 300 - Rescue & EMS         | E14           | BACK PAIN - FAINT/NEAR FAINT - > 50 Y          |
| 1Q      | 23083221           | 3/2/2023  | 1XXX W WOODMEN RD           | E12                  | 0:09:45                    |                              | 0:22:35                   | Lift Assist                         | 500 - Service Call other   | E12           | LIFT ASSIST                                    |
| 1Q      | 23094788           | 3/10/2023 | 7XX TIMBER VALLEY RD        | E12                  | 0:10:44                    |                              | 1:05:39                   | Provide advanced life support (ALS) | 300 - Rescue & EMS         | E12           | DIFF BREATHING - NOT ALERT - LUNG PROBLEM      |
| 1Q      | 23107283           | 3/18/2023 | 1XXX NORTHELD RD            | N/A                  | N/A                        |                              | N/A                       | Cancelled en route                  | 600 - Canceled/Good Intent | E12           | ALARM - RESIDENTIAL - GENERAL                  |

|                | Average Response Time | # of calls with arrival times | Total Response Time (Hour/Min/Sec) |
|----------------|-----------------------|-------------------------------|------------------------------------|
| Only CSFI      | 0:12:43               | 12                            | 2:32:32                            |
| Emergency Only | 0:13:24               |                               |                                    |